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English Series 3

LIBRARY MANUAL

INDIAN LIBRARY ASSOCIA

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by

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and

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It is therefore, felt that it is time for the library profession to make its own contribution to the efficiency of library service and the success of library movement. It can make its best and full contribution, to the point of enlisting the co-operation of the public at large, only after the full contingent of the profession comes into being But this is going to take some time As it is usual with all new services, there is the initial wrong notion among the public, the Local Bodies, the Governments and, alas, even in the university circles which must know better that anybody can enliven a library—particularly even those whose general ability is too far below par to make their living elsewhere.

Those who have a slightly greater awareness damn the cause by faintly conceding that subnormal beings can be rigged up for library service by a short course of instruction for two or three months. Those that see more clearly concede that graduates with fuller training are necessary for library work but fail to agree to provide the status and salary-scale that will attract and retain men of the right calibre in the creative and leading ranks of the library profession.

It will take some years before all these initial blunders would be avoided. But the nation's library

work cannot wait till then It must go on Indeed it is its own going on in spite of these obstacles which will provide the necessary stimulus to the public to enable them to remove the obstacles. It is in this view that we have reconciled ourselves to the idea that during the next few years libraries will have to be worked either by socially minded intelligent men without training and/or by a lower order of men without the gift of initiative but with some sort of a rapid mass-instruction for about three months. This view led to the feeling that a special responsibility attached itself to the handful of men of the library profession, by whom our society had already done well in the matter of status and salary These are pioneers. They should conduct themselves as such They should not give themselves away Sugriva-like to private physical enjoyment or allow themselves to drift into a life of indolence gossip and intrigue Nor should they take advantage of the fact that the public do not know what service to expect of libraries. They should not organise their time and life on the assumption that they have only to live to earn their assured annual increments! On the other hand they should pour themselves into their work They should practice the most severe form of work-chastity It is also their bounden duty that the experience which has fallen to their share should be formulated in the form of books for the guidance of the non professional and quasi professional men who will be manning most of the public libraries of the land in the next few years This book is our own little contribution to the discharge of that responsibility by the present day library profession of India

It must be made clear that this ready-made-down type of manual is justifiable only in the transitory context described above We trust that it will not lead the authorities to imagine that it can form the permanent basis of library service We appeal to the Local Bodies, Governments and Universities that they

ment—particularly the wise men constituting the first governments of the Union of India and the constituent States—who should take the initiative Thanks to the prior preparation of the public in sensing their library rights—a preparation done during the last twenty years by the Madras Library Association without respite—*the Government of Madras has given a lead* by putting a library act on its statute book. It is hoped that this example of Madras and the appeal made to the Union Government and the Governments of Bombay Madhya Pradesh, Uttar Pradesh the United States of Travancore and Cochin and Kashmir will not go in vain and that these governments too will provide for library service through legislation.

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The second group which will consist of the Librarians of the smaller cities and the *Heads of Sections* in the Central Libraries of the Nation, States, the rural areas and the bigger cities and of Business Libraries may have to be about 3,000 strong. These must be able men. One hundred of them must be produced each year. They must take an intensive post graduate Degree Course of two years and earn the Master's Degree in Library Science. India will need only one Union College of Library Science for this purpose. It is but appropriate that this college is the same as the one which prepares the top-group and is best left to the care of the University of Delhi.

The third group will consist of about 50,000 men who should be trained to work under direction in the various libraries. A one year post-graduate Diploma Course should prove sufficient for them. To produce 1,000 such men each year each of the Universities will have to maintain a College of Library Science the teachers in such colleges being recruited from among those who have taken a Doctorate in the Union College of Library Science in the University of Delhi. The remaining 66,000 men will have to work in very small libraries. They may be men of ordinary ability. In fact it may be necessary for a long time to be satisfied if they are able to do their work with the aid of a manual after being initiated into its use and into a proper library outlook in a rapid three months course conducted in each constituent State.

Our book entitled *School and college libraries* constitute a manual of this nature for these ordinary workers in academic libraries. It is our intention to write a similar manual for workers in business libraries. The present book entitled *Library manual* is mainly turned on the ordinary workers of small general libraries—the so-called public libraries.

The first chapter however is turned also on members of Library Committees, Local Bodies, and

the public at large. It enunciates the Five Laws of Library Science and derives from them in a rapid manner the outlook which must characterise modern libraries. This chapter reproduces in a short compass the substance of our basic book *Five laws of library science*

The second chapter expands more fully the vital work in a library called "Reference Service It deals with the ultimate purpose of the library namely helping every reader to get his book and every book its reader in a most personal and pleasurable way with the least waste of time This is a very brief summary of the first volume of our *Reference service and bibliography*

The third chapter gives greater details as it is devoted to the daily routine of circulating books for study It reproduces a large portion of chapter 6 of our *Library administration*

Chapter 5 is devoted to library classification. It the other chapters of the *Library administration* It gives a brief account of the work connected with book-selection book-ordering periodicals section work, accessioning, maintenance work, accounts, and files.

Chapter 5 is devoted to library classification. It gives ready made class numbers for the subjects which are likely to figure in the collections of small public libraries. The class numbers have been constructed in accordance with both the *Colon classification* and the *Decimal classification.*

Chapter 6 is on library catalogue. It shows cataloguing technique by a few concrete examples and also reproduces some of the fundamental rules given in our *Classified catalogue code*

Chapter 7 is on library building and materials for office use.

Chapter 8 is a glossary of library terms with Sanskrit equivalents.

This English edition may be used as the basis for translation or free rendering into the important

regional languages of India. Thanks to Mahatma Gandhi, it has now been realised how foolish it has been on our part to use a foreign language as the medium for thinking among the classes and for dissemination of knowledge among the masses. The use of foreign language has crippled our languages and they are without a proper terminology for most of the current ideas that have taken shape during the last one hundred years. And Library Science is practically a creation of this period. Mr Murari Lal Nagar and ourselves are now engaged in working out a means by which all the Indian Languages may at least begin with a consistent library terminology. In fact as one of the means, our fundamental books are all being translated in the form of Sanskrit *sutras* fitted with *vartikas* in Sanskrit and commentaries in Hindi. This will embody a standard terminology. The glossary in chapter 8 gives the Sanskrit terms adopted provisionally till now. We call them provisional since there can be no finality in the matter and certainly it can not be reached in the first attempt. If the translators could use terms of their own languages which are cognate to these Sanskrit terms, they will be helping the formation of a uniform library terminology for all the libraries of India. Discussion of the glossary of terms either in the pages of the *Abgila* or by correspondence is solicited. In this matter the Canons of Terminology given in V 1 of the *Abgila* may be borne in mind.

Applications for translating this book may be made to the Indian Library Association.

CHAPTER 1

Laws of Library Science

To understand the work in a library and to do it properly it is necessary to know and remember the purpose of a library. A library is a social organisation charged with the work of providing inspiration, information and recreation through books. Books themselves are the carriers of thought—thought of the thinkers of the past and the present. It is helpful to compare a book with a human being. It has a soul, a subtle body and a gross body. These are respectively the thought-content, the language and the style, and the paper and the print and the cover. A book is thus embodied thought. It is thought transformed into a portable material—very much like dry cells for electricity. A library is a power-station with a battery of these dry cells. To fulfil itself, therefore, the library should help the re-transformation of books into thought. Library work is the sum-total of all the work needed to help such a re-transformation.

In the *Five laws of library science* (1931) we have shown the spirit in which this re-transformation should be made. That spirit is embodied in the following Five Laws:—

1. Books are for use.
2. Every reader his book.
3. Every book its reader.
4. Save the time of the reader.
5. Library is a growing organism.

Our revered friend the late Mahamahopadhyaya Prof. S. Kuppuswami Sastriar clothed these five laws in Sanskrit verse. Here is its latest version:—

ग्रन्थालयी सदासर्वा पञ्चसूत्रीपरायणः ।
ग्रन्था भव्यतुमेते च सर्वेभ्य संस्वमनुग ॥
पाठ्येषु समयं शेषेत्सतया नित्यमेव च ।
वर्धिष्णुरेष विग्रूर्ति पञ्चसूत्री सदा जयेत् ॥

11 The First Law

These Laws help us to make certain inferences from them. From the First Law we have to infer that a library should acquire organise and keep books not for ornamental purposes, not as a museum but to be read and understood and acted upon by people. This means that a public library should not waste its money on book-curios and books which are costly on account of their rarity. This responsibility should be left to National and State Central Libraries. Again the appearance of the books should invite people to pick them up. The size, the shape and the style of printing should make a book easy to handle and pleasant to read. This means that a public library should choose its books with care and keep them clean and in good repair. Worn-out and out-of-date books should be discarded without hesitation. Copies of them will be available for occasional or antiquarian use in the National and State Central Libraries.

12 The Second Law

The Second Law indicates what books a library should buy. It shows that the library should inform itself of the interests of its clientele. A Public Library should provide books on the occupations and in the field of interest of the people of the locality. If it is a School Library it should collect books not only bearing on the curriculum of studies, but also on all conceivable arts and crafts, sciences and histories, and biographies and travels, since the curiosity of children knows no bounds. Both in Public and School Libraries there should be not only the above-mentioned informative books but also light literature for relaxation without the harmful effects which other forms

of relaxation, like card play produce There should also be profound books which will rouse up and satisfy the urge for inner life and turn the mind towards whatsoever is elevated, enlightening and sublime The Second Law shows also that the subtle body of the books, the language and the style should be sufficiently varied. The library should have books which can be understood by the most learned as well as the least learned, by the mature old men as well as the immature child, and by all else in the intermediate stages. The Second Law has something to say about the physical body too, of the books It should acquire for the children, for example books in large type and large paper

13 The Third Law

When we turn to the Third Law we find it even more exacting. It declares, as it were, that the destiny of a book is the reader's hand. We can infer much from this Law if we remember that a book is inert It cannot of its own accord leap into the hands of its readers nor has it a voice audible to them. It depends solely on the librarian either to take it to its readers or to bring its readers to it. Every book, be it remembered, which is obliged to be confined to the shelves of the library for days and days, will cast a curse on the librarian if it is not found a reader To escape it, the librarian should go out amidst people canvassing for readers. He should bring to the notice of probable readers the arrival of new books and the existence of old neglected books, from time to time. He may do so either by circulating a library bulletin (either in manuscript or typed or printed according to the means of the library) or through the columns of local newspapers or by announcements in public gatherings. He should also bring the service of the library in a general way to the notice of the people by judicious announcements in newspapers, by addressing public meetings, by the distribution of handbills

and by visits to workshops educational institutions, clubs and even individual homes. In other words, he should employ every form of publicity to attract people to the library He should not rest on his oars until he is satisfied that every person of the locality has become a regular visitor of the library This means, in effect, that he must be ever alert in his publicity work. Books are artificial entities. People do not take to books easily It takes years and years to make a community read books adequately For example in a British town called Croydon its public library has been in existence for more than fifty years. It is being worked very efficiently and the people of Croydon are all literate. And yet that library has succeeded in all its fifty years in enlisting only 60 per cent of the people as its regular visitors. Remember that it is a free library There is no need even to make a deposit of caution money There has been no end of publicity activities. And yet forty per cent of the people are still to be brough to the library This should warn the librarians of India More than that, it should warn the library authorities of India. Our people are now mostly illiterate Even those that are literate have little of reading habit. Neither at school nor at office nor at home have they been accustomed to turn to books for information recreation or inspiration. Nor have they had a chance to see other people doing so, as the people of Croydon have had. Moreover the books produced in India to-day are not half as attractive as the books produced in England Again we do not yet have books on all the arts and crafts, nor books on current thought in sufficient number and variety to pull th people towards our libraries, as the library at Croydon does All this shows the great handicap which prevents our people from taking to books without pursuation and publicity Let not our Authorities or our librarians believe that their duty ends by putting up a library building and filling its shelves with books. Let them not blame our people as unmindful of books, if they do not come to the library

of their own accord. The fault should be traced not to the people, but to the librarians and the Library Authorities. It is their duty to do every thing necessary to get readers for every book, and for this purpose to attract every body to the library by every available means of publicity It will take years to succeed in this work. Patience, persistence and faith are necessary In short, the Third Law calls for persistent, pleasant and productive public relation to be maintained

14 The Fourth Law

If the Third Law enjoins on the library authorities and the librarians the sacred duty of making all the people of the locality visit the library in order to increase the chance for every book to get its readers, the Fourth Law enjoins even a more sacred duty which is to retain the custom of those who come to the library at least once Their custom can be retained only if each reader will be attended to and given satisfaction by attending to his requirements exactly expeditiously and individually The time of the reader must be saved if the psychological tempo necessary to make them come again and again to the library is to be preserved. To do this, the Library Authorities should provide an adequate number of reference librarians. A reference librarian should with a cheerful face welcome and receive every visitor to the library He should, in a friendly and pleasant way help each visitor to enunciate his reading requirements—the exact information he seeks or the knowledge he wants or the particular emotional appeal that can soothe him He should put him alongside the books and the periodicals which can meet his requirements He should indeed work with the reader in his hunt for information.

141 Reference Librarian

√To do this effectively the Reference Librarian should have many qualifications He must have an

urge for social service: he must love humanity: he must have faith in the ability of books to help humanity: he should also have a broad acquaintance with every section of the field of knowledge: he must have a fairly intimate knowledge of the collection of his library: and he must be thoroughly familiar with the arrangement of the books on the shelves and the intricacies of the library catalogue. This makes us see the dependence of the efficiency of reference service on helpful shelf-arrangement of books and a well prepared library catalogue.

142 Subjective Time

The preservation of the psychological tempo of the reader needs not only saving of his time by prompt personal service but also the avoidance of any moment whatever when he would be obliged to wait in idleness or in a state of boredom. In other words, the Fourth Law insists that the saving of the subjective time of the reader is even more important than that of objective time. Let me illustrate. Years ago, one of us was studying the working of the big central library of the City of Glasgow. It was found that the application slip for every book was stamped with a time piece which had its dial and the minute and hour hands in rubber. The time-piece had to be banged with force on every application slip. One can imagine how short lived the time-piece would have been and how much money that library should have been spending on the purchase and frequent replacing of this special make of time piece. The librarian was asked why they were indulging in this expensive luxury. The following scene which was witnessed some time later demonstrated that it was not a luxury but a necessity to preserve the psychological tempo of the reader by making him see the illusion which his subjective sense of time had produced in him. He asserted that he had "waited for ages" to get his book, he was fretting and fuming; he was swearing that he would not any more come to that library as it was

of their own accord. The fault should be traced not to the people, but to the librarians and the Library Authorities. It is their duty to do every thing necessary to get readers for every book, and for this purpose to attract every body to the library by every available means of publicity. It will take years to succeed in this work. Patience, persistence and faith are necessary. In short, the Third Law calls for persistent, pleasant and productive public relation to be maintained.

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wasting his time. The librarian approached him and asked gently how long he had waited. He said he had waited at least for a quarter of an hour. The book arrived. The reader was asked to note the time of his receiving the book and he was told he had waited only for five minutes. "How do you know?" he asked and said, I know I have waited for more than fifteen minutes. He was shown the rubber stamp of the face of the time piece on his application slip. This convinced him that he was under an illusion caused by waiting in idleness and he promised to continue to be a patron of the library.

143 Objective Time

In modern library practice the illusion about subjective time is eliminated absolutely and the objective time also is saved considerably by two new devices. One device is called "open access". It consists of allowing each reader to walk into the stack room to walk up to the book-shelves, and to handle any book he likes with as little hindrance as he could in the case of his private collection at home. The second device is called "Ticket method" of issuing books. In this method, the reader need not spend time in writing out an application for the book he desires to borrow or in waiting for the issue clerk to write the name of the book or his name. As the first device i.e. open access, makes the reader busy till he picks out his book, there is no illusion of time being wasted i.e. there is no waste of subjective time and wastage of objective time is reduced to very near zero by the ticket method of issue. This system is described in Chapter 3.

1431 Safe-guards for Open Access

To give open access it is necessary that safe-guard should be provided in the library building and its fittings. All entrance and exit should be at one and only one point—the point where the issue counter of the library is located. The entrance and the exit should further be through a turn-stile which is controlled by

a pedal, operated by the foot of the staff member inside the counter enclosure. Thus it should not be possible for any person either to enter or to leave the library building except with the knowledge of the counter assistant. He should not allow the reader to pass through the turn-stile without vigilantly watching the reader and detecting any book or any other reading material which the reader might be carrying with him either unconsciously or with a criminal motive. Moreover all other windows, doors and other openings in the library should be protected by weld *mesh shutters which will prevent unauthorised passing* of books through them. Thus open access means absolute freedom within the library and complete control at the point of entrance and exit. The reference librarians who are on floor-duty in the stack room to help contact between readers and books should also exercise sufficient vigilance to minimise the temptation to malpractice which the freedom in the open-access library may induce in readers. As much as from this vigilance the dissuation of the readers from mal-practice may also result from the cheerful kind and ever available help given by the reference librarian and the consequent development of a sense of ownership and loyalty in readers.

144 Classified Arrangement of Books

To minimise the expenditure of the objective time of the reader in an "open access" library it is necessary that the books should be arranged in a helpful order. The books in a specific subject should be grouped together and the groups in the different specific subjects—and for this purpose the specific subject themselves—should follow one another in a filiatory order. Such an arrangement of specific subjects, the helpful arrangement of the books in a subject among themselves and the determination of the specific subject itself form an important branch of library science. It is called Library classification. In library classification each book is given a unique ordinal number called

its Call Number The Call Number consists of two parts the Class Number and the Book Number For example the Call Number of this book is 22 J1 It is given at the back of its title page 22 is the Class Number and it means "Work in a public library" J1 is the Book Number and it means "1951" the year of publication of the book. The Class Number is a *translation of the name of the specific subject of the book*, and the Book Number of some other of its features, into ordinal number Such an artificial language of ordinal numbers has to be used. It is called a Classification Scheme. We may also call it a Classificatory Language. The following is a list of the well known published schemes of classification.

Name	Year of Invention	Author	Country
Decimal Classification	1876	Melvil Dewey	U.S.A.
Expansive Classification	1891	C A. Cutter	U S.A
Congress Classification	1904	Library of Congress	U.S A
Subject Classification	1906	J D Brown	England
Colon Classification	1933	S R. Ranganathan	India
Bibliographic Classification	1934	H. E. Bliss	U S.A.

145 Colon Classification

Of these the Colon Classification was invented in India It is naturally very strong where the other schemes fail viz in classifying Indology i.e. subjects like Ayurveda, Siddha medicine Vedic religion, Indian linguistics, Hinduism Jainism, Buddhism and Indian philosophy geography history economics and law Moreover it has more elements of universal applicability than any other scheme. It can handle non-Indian culture and books with the same thoroughness with which it handles Indian culture and books. It can also handle future *knowledge* with as *much* ease as it can handle past and present knowledge. This is a

feature in which it excels the other schemes. In fact in the words of a British librarian "every new subject brings its own Colon Number in its pocket". The dictionary for translating the names of specific subjects into Colon Number will be given in Chapter 5.

1451 Effect of Classified Arrangement

A well-classified arrangement of books will not only save the time of the reader and satisfy the Fourth Law but will also increase the use of books, i.e. satisfy the First Law if adequate guides are provided—gangway guides showing what books are in the bay of the book rack facing the gangway concerned, bay guides announcing what specific subjects will be found in the bay concerned, and shelf-guides pointing out the specific subject to which the books in the shelf concerned belong. These guides will give the name of the specific subjects in the natural language current in the library and also mention their translation into the artificial language of ordinal numbers. Further, the back of each book will have a tag which gives its Call Number. Such a profusion of helpful guides will be a means of education for a reader who walks alongside the book-shelves in the stack room and will help to increase the use of books. Further, as the classification scheme throws together all the books on a specific subject and arranges the specific subjects themselves in a helpful order which respects their filiation to one another, the Second Law also will be satisfied, *i.e.* every reader will have a good chance to find his book. For example, a reader who seeks information say on Taxation, will find all the books on Taxation together. To the left will come the books on Public Finance which will have chapters on Taxation. To their left will come the books on Money and Currency. Further to the left will come the general books on economics which too will contain chapters on Taxation. On the way to these shelves, he would have passed through those which contain books on History which he may require for back-ground study. To the right of the books on Taxation will come books on specific taxes

and then those on Insurance, and the Tariff on individual commodities. Such a display of books will not only help every reader to find his book without loss of time but also increase the chance for every book to find its reader

146 Library Catalogue

As important as library classification is the library catalogue in fulfilling the Laws of Library Science. It can be and ought to be so constructed as to further the use of books, help every reader to find his book, help every book to find its reader and save the time of the reader A reader may remember a book through the name of its author series, or any collaborator with the author such as editor translator and commentator or through its subject This means that the catalogue should enter each book under several names—such as those of author series, editor translator commentator and specific subject—in so far as they exist for it. All these names will be in a natural language, the favoured language of the library Therefore, the entries which begin with such names or headings, as they are called, will have to be arranged alphabetically by their headings Usually entries of this kind are believed to exhaust a library catalogue But it is not so in fact. These will form only half of a properly prepared library catalogue. No doubt this half is necessary But it is not sufficient It may be called the Alphabetical Part of the catalogue as its entries are arranged alphabetically The other half will consist of entries which begin with class numbers i e the names of specific subjects expressed as ordinal numbers i e in the artificial classificatory language of ordinal numbers instead of the natural language Each book will get one such entry to represent its main specific subject and as many other such entries as there are subsidiary specific subjects occurring in it. The former entry is called the Main Entry of the book and the latter are called Cross Reference Entries. They are also called Subject Analyticals. All these entries will be arranged by the call numbers with which they begin

This is therefore called the Classified Part of the cata logue. This serves a much deeper and subtler purpose than the alphabetical part.

If the reader s quest is for a particular book by a particular author or in a particular series, the alphabe tical part is sufficient by itself to satisfy his want. But if it is interest in a subject by itself that takes him to the library his wants will be better served if the catalogue can spread before him a full, connected, panorama of all the materials on his specific subject, all its subdivisions and all broader subjects of which it is itself a subdivision. Moreover few readers are able to name their specific subjects exactly It is a broader or a nar rower subject that is usually thought of or mentioned or looked up in the catalogue. However wide of the mark the subject mentioned by the reader is, the Clas Index Entry in the alphabetical part directs him to look-up the entries in the classified part under the class number representing it.

The function of the number is exhausted as soon as the reader enters the region indicated by it. Thereafter the numbers do not occupy his thought or distract him His mind is fully occupied with the helpful filiatory way in which the names of his books follow one after another He is delighted This delight is at bottom due to the satisfaction of unexpressed wants and to getting of something which he did not know how to ask for This represents a deeper function to be per formed by the library catalogue

It is the duty of the library to meet such unexpressed wants, particularly be se an ordinary reader does not know how to give shape to them and state them.

It is only a catalogue with two such parts that can help every reader to find his books without waste of time A brief account of the method of construction of such a catalogue will be found in Chapter 6.

144 Standardisation

The Fourth Law contains another implication. We have seen so far that in order to save the time of the reader the library staff should find time to attend to each reader individually. This implies not only more staff than is easily seen to be necessary by library authorities but also saving the time of the staff itself in getting through the routine work involved in the administration of the library which, by the bye should never be allowed to accumulate into arrears. To save the time of routine, full advantage must be taken of standardisation and simplification of materials, specifications and procedures. This is briefly indicated in chapter 1. Full details can be found in our *Library administration*. The card system of records and the system of vertical filing may well be claimed as contributions of the library profession to the other professions and trades. These systems were evolved under the pressure of the Fourth Law.

145 Centralisation

Centralisation of impersonal processes like classification and cataloguing is another suggestion of the Fourth Law to release more of the staff of a library for the human and personal purpose of Reference Service. It pleads: What is it that is gained by copies of the self-same book being classified and catalogued by a thousand different persons in a thousand different libraries in the land? Will not the same result of classification and cataloguing be achieved with greater uniformity and consistency if each book is classified at the State or the National Central Library as the case may be and its catalogue cards printed with the call numbers by the same central body and supplied to each of the thousand libraries. For every thousand books added to a library in a year such a centralisation will release one member of the library staff and the library can get a better return for his time by turning him on to reference service. In countries with long-established

libraries—in countries where each library had been accustomed to do its own classification and cataloguing before the habit of seeing things from the high view point of national economy in the light of reason uncoloured by sentiment—local prestige prevents the introduction of centralisation of this sort But India should take advantage of her starting library service virtually from scratch in this late hour when rational planning with the nation as the unit has come into vogue It should straightway commence with centralised classification and cataloguing Let not her librarians be confused by the misgivings of countries which have drifted into their present library position which advanced though it be in many prospects, has to allow many wasteful practices to continue as they have entrenched themselves behind prestige Mr Edward J Carter Head of the Libraries Section of the UNESCO for example endorses my view with these words I am impressed by your remark that it is too late now for India to develop its library services in a casual and *laissez faire* manner—you must jump several steps and by so doing, it is quite possible that you will jump ahead of countries whose development has been gradual

15 The Fifth Law

The Fifth Law is different in its nature from the other Laws It acts often as a corrective to the excesses to which the other Laws may otherwise lead. It does not view as a whole the trinity in a library—the reader the book and the staff—as the other Laws do No doubt it is concerned with the growth of each of these severally and of the repercussions of the growth of one upon that of another Before we examine these we have to recognise at the outset that organic growth can be of two kinds—growth as in the body of a child and growth as in the body of an adult As the body of a child grows steadily in height and weight so a newly started library grows steadily in the number of its readers, books and staff Even as there is however an upper limit to the height and weight of the body or

person, an upper unit can be envisaged to the number of readers, books and staff of most libraries—one exception being the National Central Library

151 Toddler Stage

In India to-day we have no library yet of the third class which grows for ever in size. Nor have we many libraries of the second class having already reached adulthood. Most of the few libraries which we now have are in the toddler stage and the majority of them are yet to be born. Most of the present generation of library workers will have, therefore, to spend their life time with libraries that grow in the first sense i.e. grow in the number of readers, books and staff. We our selves have spent our life time in this way

152 Growth in Number of Readers

We may start with saying that the growth of a library has really to stem from growth in the number of readers. This is what the First and the Third Laws indicate. The first charge on the thought and time of the librarians of the present generation in India should be persuasion of the public to use the library Since 85 per cent of the people are illiterate, offer must be made to read out and expound books to the illiterate and to co-operate with every local organisation engaged in the liquidation of illiteracy This will be a transitory phase of the work of our libraries for nearly a generation.

But even assuming that literacy is universal, it will take several years for a library to reach the stage of adult growth. This is what experience in the West has shown. Even in cities which have had compulsory education and a well-conducted library system for nearly 75 years, the percentage of the population which has begun to use public libraries has not yet reached 30. Assuming that 30 per cent of a community will always be unfit to use a library on account of age or other handicaps, it can be seen that 40% of those that can use the library are still staying out. This shows that

the librarians of those cities have not yet reached the adult-stage of growth in respect of the number of readers. The situation is much worse with rural library systems. Thus, most of the libraries of to-day are in the phase of child-growth. This has many implications.

53 Growth in Building

The number of readers must be expected to go on growing steadily though slowly. The volumes in stock also must, therefore be made to grow in a corresponding measure, both in number and in variety of subject matter. The staff too will have to be increased to keep pace with the increase in readers and stock. The expected growth in the three members of the trinity forming a library must be borne in mind in the design of the library building. When we build a house for our children, we don't get its height and area determined by the stature of the infants. We build them as they would require them when they would be grown up and obliged to live with their own family and friends. In designing a library building too the requirements of the adult stage must be borne in mind. The lay-out at least must be made accordingly though it may be programmed to complete the building in instalments at intervals. The overlooking of this implication of the Fifth Law of Library Science has led to much wastage in the past caused by the necessity to abandon a library building which has either no space for horizontal expansion nor has a foundation strong enough to allow vertical growth. Even in cases where these two handicaps do not exist, the shape of the rooms or of the building as a whole is too symmetrical—say circular—to admit of expansion without avoidable increase in the overhead charges of administration. The changes in the notion of the building requirements of the Madras University Library form an illustration. In 1912, a room 50' x 30 was believed to be the maximum requirement. By 1921 treble this space was contemplated. The plan of 1924 provided for six times the

space. In 1928 I insisted on 20 times the space on the ground that the library which then had only 40 000 volumes would grow to 200 000 volumes in 30 years and that the number of daily visitors would increase twenty fold But for the paralysing effect of the World War and the temporary withering of the spirit caused by the invasion of intrigue and politics the building, though planned as liberally as I wished, would have by now been out-grown.

154 Growth in Staff

The effect of the Fifth Law on the staff-requirement of a library in the stage of pre-adult growth is seldom realised. It invariably leads to vexatious situations, if the staff has sufficient enthusiasm to make the library grow The authorities seldom realise how quickly the sanctioned staff is out numbered. They complain of frequent applications for increase of staff and turn them down. Even with the best of effort, the inadequate staff is unable to render even half the service which they announce and aspire to render Publicity brings in more readers than can be served and more books than can be organised The result is complaint and disappointment from all quarters and ridicule and under writing by a handful of cynics whose voice drown the voice of others. Cowardly and selfish librarians feel frustrated and begin to drift at the risk of the library repelling readers. I have seen this phenomenon recur in library after library in the East and the West alike. Till recently I had taken this to be as providential and inexorable as an earth quake Of late I am able to see some light and think of some means of averting this form of frustration of the growth of a young library and of the spirit of hard working, enthusiastic, pioneering staff who put service above self interests. The means I recommend is that library authorities should once for all agree to a mathematical formula for the staff of a library in terms of the out turn of work Once this formula is accepted the alteration in the strength of the staff would become

automatic and impersonal and there need not be recurring opportunity for the play of cynicism and vexation—Oh! How glibly they ridicule saying staff staff and always more staff!! How ignorantly they judge the work of a library and its staff!!! Here is the formula, I have worked out.

1540 Staff Formula

1541 Formula 1: Total Staff

If S = Total Strength of Staff
S_m = Strength of Ministerial Staff
S_p = Strength of Professional Staff
S_u = Strength of Unskilled Staff
N = Number of Volumes accessioned in a year
N_d = Number of Periodical Publications abstracted and indexed (Documented)
N_{gh} = Number of Gate Hours per year (a gate hour is one counter gate kept open for one hour)
N_h = Number of Hours the library is kept open in a day
N_m = Number of Rupees provided in the annual budget
N_p = Number of Periodical Publications taken
N = Number of Readers per day
N = Number of Seats for readers
N = Number of Volumes in the library
N_w = Number of Working Days in a year
(N) = N, if N is an integer
or
= Integral Part of N, if N exceed an integer by less than 0.25 or
= Integer next above N, if N exceeds integer by 0.25 or more than 0.25

Then $S = S_m + S_p + S_s$

Where $S_m = \frac{1}{20\,000}\left[N_m + 20\,000\left(\frac{N}{100}\right)\right]$

$S_p = \frac{1}{3\,000}\left[3N + 60M_d + 6N_p + 2N_{sh} + 2\left(Nk + 6\left(\frac{N}{50}\right)\right)\right]$

$S_s = \frac{1}{20\,000}\left[10\,000\,(S_m + S_p) + N\right]$

1542 Formula 2 : Distribution of Work Among Professional Staff

If S = Number of Circulation Staff
= Number of Supervisory Staff (Librarian and his deputies)
S_t = Number of Other Technical Staff
S = Number of Reference Staff

Then $S_c = \frac{N_{sh}}{1\,500}$

$S_f = \frac{N_k \times N_m}{1\,500}$

$S_t = \frac{N + 20N_d - 2N}{1\,000}$

$S = \left(\frac{N_t}{50}\right)\frac{N_m}{150}$

1543 Formula 3 Distribution of Work Among Other Technical Staff

If S_b Number of Book Section Staff
S_{cc} = Number of Classifying and Cataloguing Staff
S_p Number of Periodical Section Staff
S Number of Shelf Section Staff

Then $S_b = \frac{N}{6\,000}$

$S_{cc} = \frac{N + 40N_d}{2\,000}$

$S_p = \frac{N}{500}$

$S = \frac{N}{3\,000}$

155 Adult Stage

When a library reaches the stage of adult-growth, growth will consist of replacement of old readers by new ones, worn-out books by fresh ones and retired staff by new ones. In this stage the library would have reached the ceiling for the number of readers, books and staff. Yet, there can be no relaxation in publicity work since newer readers must be secured in the place of the old ones and there will be no less work in book purchase nor in shelf-section work as new books will have always to be procured and the older volumes will have to be weeded out. But there will not be necessity to extend the library building. Libraries of schools, colleges and business houses will soon reach this stage. As already stated, public libraries may take several decades and perhaps more than a century, though branch libraries in the divisions of a city and in towns belonging to a rural library system may reach the adult stage of growth much earlier.

156 A Warning of the Fifth Law

Failure to realise the force of the Fifth Law of Library Science leads to many faulty steps in library work. Reference has already been made to the mistake which should be avoided in regard to library building. Some library authorities who have had no experience often prevent the library from adopting a published scheme of classification. The library improvises its own scheme. It is often designed in a rule-of thumb manner and is found to break down in a short time. This is a common feature in most libraries today. The classification has thus to be started again. Another equally objectionable policy is adopting a published scheme either partially or in a modified way. This also leads to breakdown. "Our library is very small. We do not want any elaborate scheme. A simple numbering will do" is an argument which one often hears. The Fifth Law of Library Science protests against this. I should like to add that a good scheme of classification will give only simple numbers

for the simple books found in a small public library In fact no book can take a more elaborate number for itself than what its specific subject demands, simply because the scheme of classification in use has provision for elaborate numbers to individualise specific subjects of any degree of intension. In cataloguing, failure to follow a rigid catalogue code leads to making the catalogue a hotch potch. Here again people falsely argue My library is a simple one I want only a simple set of cataloguing rules which can be understood by a cataloguer of average ability though without training Here again, as the library grows, who can say that it will not add to its books which bring cataloguing difficulties? The Fifth Law would insist that wisdom lies in adopting a published scheme of classification and a published catalogue code in full without modification.

16 Over All Test

We may now conclude this study of back-ground for library work in terms of all the Laws of Library Science taken together These Laws have certain ways of testing if a library respects them. They look at the building, if it is smart bright and soothing, they are satisfied. They step in and look around if the seats are comfortable table space is ample lighting is pleasant, ventilation is adequate and flooring is sound proof they know that the necessary silence will be there. They walk into the stack room if the gangways are broad the topmost shelves of the book-racks are within reach and if there are guides for every tier gangway bay and shelf plank, if the lighting is good, if the books are in open shelves if readers walk alongside them and handle them without any restriction and if they are accompanied and helped by cheerful reference librarians, they are satisfied. They ask about the library hours, if they are told that the library is kept open on all the 365 days of the year and during all waking hours each day they are satisfied. They feel assured that the masses will pull up in no time and they will ever be in a high state of awareness and enlightenment

CHAPTER 2

Reference Service

20 Definition

We have seen in the last chapter that the ultimate purpose of a library is to get its books read with profit and pleasure by every member of the community for whom it is intended. Indeed we can go to the length of saying that a library exists only at the moment when the three members of its trinity—the reader the books and the staff—are in purposive contact with one another The old concept, that a mere collection of books in a library is as wrong as holding that a mere group of readers or a mere squad of staff can constitute a library In the night, for example, when there are no readers and staff there is only a collection of books and not a library Even when all the three exist without relation to one another there is no library On the contrary even a single book in the hands of a librarian being introduced to a reader is a library

Reference service is the name for the formation of purposive contact between the members of the trinity in a library A librarian should look upon reference service as his paramount duty Reference Service establishes contact between the right reader and the right book in a personal way Every other work in the library is itself fulfilled ultimately only through reference service To collect books, to organise them and to go through all the endless routine prescribed in the succeeding chapters on library work—book selection book-order periodicals work, classification, cataloguing accessioning organisation and display of book and charging and discharging them—will become fruitless unless proper reference service is done Let us therefore examine how it should be done

21 Preparation

211 New Books

Reference service requires patient and arduous preparation with books Every new book which comes

into the library should be rapidly perused. The perusal will no doubt be guided and made efficient by the class number of the book. While perusing, the reference librarian should be having a split mind as it were. While one part of it is glancing through the pages, the other part should be sweeping the world of readers and locating the readers with whom it should be brought into contact. It is not only the subject-matter but also its standard of exposition, the style of the language and the extent of illustrations and other auxiliaries which would determine the possible readers. It is not the mere title that can determine it. This purposive perusal should be made not only of new books but of new editions of books, new issues of annuals and all the current issues of periodicals arriving in the library from time to time For example, the 1917 volume of the *Proceedings* of the Aristotlean Society arrived in the library A glance through the pages revealed an article on Existence Philosophy This set up associative memory into action It was recalled that Mr G had asked for information on this subject some weeks earlier A note was sent inviting him to the library But before it could reach him he was met on the road and personally informed about the article. He walked along immediately to the library with joy and the *Proceedings* blessed the librarian for his so promptly securing a reader for it.

212 Old Books

Old books, too will have to be re perused from time to time Old books which do not leave the shelves, should be perused to find out what information or what features contained in them could be brought by special effort to the notice of probable readers. Old books may also have to be perused so as to bring them in relation to the new books added from time to time In this way some books, which could not find a reader till then can be impregnated with new values by being put in relation to some new arrivals. The *Proceedings* of the Aristotlean Society referred to in section 211 gave a number of references

Some of these were located in the library These in their turn, led to parts of other books. All these had been lying on the shelves untouched by human hand for many months they were naturally glum and depressed and had covered themselves with dust. When they were pulled out, cleaned, and put into the hands of Mr G., they burst into joy and thanked the *Proceedings* as their redeemer and the librarian too received his own share of thanks. It must be emphasised that when such a new relation is being established by one part of the mind, the other part should be on the look out for probable readers.

213 Readers

The preparation of the reference librarian concerns the world of readers as much as the world of books. Potentially the world of readers is co-extensive with the entire community for whom the library is intended. Actually however the artificiality of the books, their incapacity to appeal to any of the primary senses and their inability to reach the intellect directly and unmediated by sensuous pleasure encourage very few members of the community to go to the library of their own accord and use the books. The majority of the people have to be prepared by special devices, coaxed personally and enticed as it were into the library The special method of preparation may include mass-appeal as well as individual canvassing Notice in the newspapers, special articles directly or indirectly bearing on books, distribution of folders and handbills, addressing at public meetings, conducting library talks by distinguished persons capable of attracting crowds, publication of library bulletins and every other form of impersonal publicity would constitute mass appeal Street surveys, visits to institutions, visits to houses, running library booths in all fairs, exhibitions and festivals and utilising every similar occasion for reaching at potential readers would constitute individual canvassing

22 Service

To bring people into the library in large numbers

by every legitimate form of publicity is only preparation for reference service as already stated. To retain a visitor permanently as a frequent reader the visitor must be received personally with cordiality. Without any loss of time his needs must be elicited from him. Few readers, even among the most learned ones, can state their book needs exactly. It is seldom that the specific subject is mentioned with a distinct enunciation of all its phases and an unequivocal indication of its foci in all their facets. An old man about to retire from the Indian Civil Service asked for information on iron works. The *Memoirs* of the Archaeological Survey of India describing ancient iron works and books on modern steel and iron technology had to be gone into with him to know that he was interested neither in ancient iron-works nor in the modern technique of iron-work. A further conversation and a display before him of the advertisement pages of architectural periodicals brought light on his face: he picked out a particular picture showing a good design of iron railing and he stated that what he had really wanted was a good picture of iron railing to help his wife to instruct the contractor to put up an iron railing in their new house. It is only a sympathetic, patient and clever questioning clothed as conversation which can clinch the specific subject sought by a reader. Even then it may happen that a prolonged pursuit, by the method of trial and error, is necessary and that the specific subject can be reached only when the right book itself is reached. All this may look fearful but sincerity to help readers, determination to succeed and perseverence uncontaminated by indolence or impatience, will provide the reference librarian with the necessary acumen to know what exactly a reader wants and what exact book will satisfy his want.

221 Leading to Self-Service

In most cases reference service would really be leading a person to self-service. In school and college libraries it would be so without exception. Even when the reference librarian has to move with the

reader and be by his side more than three fourths of his way to his specific subject and his book. he must know to withdraw himself at the proper time so that the reader has the joy of self-service. The joy of the reference librarian should be derived not from the consciousness that he himself had practically done everything, but from the sight of the dawn of joy on the face of the reader who has been helped to help himself.

22 Reach me down Service

In a few cases the reference librarian will be obliged to find out the information all by himself and pass it on to the reader without much participation of the latter. This should not happen in a school or college library. This will often happen in a public library. This will be the normal form of reference service in a business library.

223 Ready Reference Service

Reference service may in some case need only the use of specially prepared reference books or books on current information like directories, almanacs, yearbooks, who's who, atlas, statistical books, encyclopedias, dictionaries and bibliographies. Finding information from such ready reference books or helping readers to find it is called ready reference service. India is now very poor in such books. It is only during the last 200 years that modern ready reference books were invented. But alas, our country has been asleep during this period. But now that she is waking up her children too, wake up with a thirst for information. The ready reference librarians feel like distributors of drinking water in a land of draught. They should not fall into a mood of despair. They should make valient attempts to build up their own reference cabinet at the stage of assemilation described in section 29. They should accumulate all their experiences of disappointment and bring them to the notice of the public and the pub-

lishers, so that the famine of ready reference books may soon disappear from our Motherland.

224 LONG RANGE REFERENCE SERVICE

By long-range reference service is meant reference service which involves tracing information through a long chain of books, periodicals and other published materials, locating sources of information by prolonged dowsing through varied materials and perhaps even drawing help from other libraries within the locality or within the country and if needs be even from those in other lands, and even from living persons when books fail us.

23 Assimilation

Whatever be the mode of service the source of information and the route of reaching it, everything should be recorded in a standard 5"x3" slip. In the reference slips, the leading line should give the name of the specific subject in the form of class number The second line should give it in the language of the library Then should come the answer or information furnished or located. The last line should give the call number the heading, the title and the exact page to the source of answer or information There should also be given added-entry slips leading to the class number whatever be the word with which one begins to pursue the specific subject All these slips should be filed properly from week to week in the reference-cabinet for future use Moreover a reference librarian who enjoys his work revel in it and indentifies himself with it will be thrown into a mood of extensive assimilation, enrichment of experience and re-orienation of his stock of information after every piece of good and challenging reference-work done. The longer the experience the more profound will become the assimilation. The greater the variety of readers served, the greater will be the range of assimilation. Indeed the knowledge of a *reference librarian grows from* moment to moment and draws its sap not only from books but also from the

brains of the readers served. A reference librarian's job not only enriches his experience but also endears him to one and all. There can be no vocation more happy than that of a reference librarian. If one is a do-all librarian, there is no happier part of his work than that of reference service.

24 Present day India

In India to-day the absence of reference-books will make most of our reference-work belong to the long range variety. But as and when a particular investigation is successfully completed it must be recorded in reference-slips. As the reference-cabinet formed of them grows, much of reference-work will change over into ready-reference variety. This happens even in developed countries. Its happening will be more frequent in undeveloped countries.

CHAPTER 3

Circulation Work

Assuming that the reader has been helped by proper reference service to pick out the book he wants, let us next examine the routine involved in allowing him to take it home for reading. The latest, simplest and cheapest method of issue work is the Ticket Method. This method mechanises a good deal of the routine involved in loan work or Circulation Work as it is called.

It saves the time of the reader and the staff. It also eliminates possibility for the violation of some of the rules and makes the detection of violation of some others automatic. *Before going into the details of this method* of issue it will be an advantage to give a set of model rules governing circulation work as well as other matters connected with the use of a public library.

31 Model Library Rules

1 HOURS OF OPENING

11 The hours, when the library will be open to the public, shall be fixed by the Library Committee, from time to time.

12 The Library Committee has decided as follows for the time being:

The library shall be open to the public on all days from (7 a.m. to 9 p.m.)

N.B.—The loan counter shall be closed half an hour before the closing of the library.

ADMISSION TO THE LIBRARY

21 No person, who is not of sound mind, nor cleanly in person, nor properly dressed, shall be admitted into the library.

Note.—The decision of the librarian, or of his deputy during his absence, in regard to these matters shall be final.



[The rules may provide for admission by special permit in the case of specified classes of persons such as non-tax payers, strangers, etc.]

21 Persons desirous of using the library shall enter their names and addresses legibly in the gate register which is kept for the purpose. Such entry shall be taken as an acknowledgment that the person agrees to conform to the rules of the library

221 Sticks umbrellas, boxes and other receptacles and such other articles as are prohibited by the counter clerk shall be left at the entrance.

222 Dogs and other animals shall not be admitted.

241 Silence shall be strictly observed in the library

242 Spitting and smoking are strictly prohibited

243 Sleeping is strictly prohibited

251 No person shall write upon, damage or make any mark upon any book, manuscript or map belonging to the library

252 No tracing or mechanical reproduction shall be made without express permission from the librarian.

253 Readers shall be responsible for any damage or injury done to the books or other property belonging to the library and shall be required to replace such books or other property damaged or injured or to pay the value thereof. If one book of a set is injured, the whole set shall be replaced

254 Before leaving the library the readers shall return to the counter clerk any books, manuscripts or maps, which they had taken for consultation

26 Cases of incivility or other failure in the service should be reported immediately to the librarian, or his deputy during his absence.

3 LOAN PRIVILEGE

31 Membership

31 Any of the following is entitled to take out books on loan on enrolment as a member of the library —

1 Any tax-payer residing or having his place of business within the area of the library
2 Any person living within the area of the library and guaranteed by any tax-payer resident within the area of the library
3 Any person employed in an institution within the area of the library and guaranteed by the Head of the institution.

311 To get enrolled as a member a person shall fill up and sign a Form of Enrolment, which can be had free of cost at the library counter [and make a cash deposit of Rs]

Note—*We do not recommend the portion of the above* rule which is shown within square brackets.

32 Reader's Tickets

32 Each member shall be given as many reader's tickets as the number of volumes he is entitled to have with him on loan at one time

321 The tickets of a reader will be valid for twelve months and can be renewed by filling up a fresh Form of Enrolment and returning to the librarian all the expired tickets along with it.

322 A book will be lent to a member only in exchange for one of his tickets which will be handed back to the member when he returns the book, unless it is returned after due date in which case the ticket will be handed back only after overdue charge is paid

[33 A week's notice shall be given before a deposit is withdrawn. No deposit shall be repaid until all the books outstanding against the member and all his member's tickets have been duly returned and all the dues from him are paid.]

Note—This rule will be deleted if the portion of Rule 311 shown in square brackets is deleted.

34 Loss of Tickets

34 A member who has lost a ticket shall make a written report of the same to the librarian.

341 Three months' time shall elapse after the date of such notice, before a duplicate can be issued During this period, the member shall attempt to trace and recover the ticket if possible and send a second report at the end of the period, stating the result of his endeavours.

342 If the ticket has not been traced, the member shall give an indemnity bond in the prescribed form and pay a fee of annas for each duplicate ticket required.

343 After the receipt of the indemnity bond and the fee, the duplicate ticket will be issued.

[35 If a member who has lost one or more of his tickets, applies for withdrawal of deposit amount, no action will be taken on such application till the expiry of six months after the report of loss o. ticket. If the ticket is not recovered by the member before the end of that period, he shall give an indemnity bond in the prescribed form in respect of the lost tickets. After the receipt of the indemnity bond, the application for withdrawal will be dealt with in the usual way]

Note —This rule will be deleted if the portion of Rule 311 shown in square brackets is deleted.

4 CONDITIONS OF LOAN

41 Each member ma have out on loan not more than separate volumes at one time and must make his own arrangements for the con eyance of books to and rom the library or any of its delivery stations, excep that in the case of invalid or lady members books may be delivered once a week at their residence on payment of an advance quarterly subscription of

42 Before leaving the counter the member shall satisfy himself as to whether the book lent to him is in

sound condition and, if not, he shall immediately bring the matter to the notice of the librarian or his deputy in his absence otherwise he is liable to be held responsible for the replacement of the book by a sound copy

421 If one book of a set is injured or lost the member concerned shall be liable to replace the whole set.

422 The value shall be immediately paid to the library for return after the book or the set is actually replaced.

43 Periodical publications, directories, works which migh be difficult to replace and such other works as may be declared reference books by the librarian shall not be lent out.

44 Members are not allowed to sub-lend the books of the library

45 All books on loan shall be returned at the expiration of a fortnight from the date of issue.

451 Books which are temporarily in special demand may be lent for such shorter period as may be necessary or may be temporarily declared reference books under Rule 43.

452 Loans may at any time be terminated by order of the librarian.

46 If a book is not returned to the library when due, an overdue charge of one anna per volume per day shall be levied.

47 Loan may be renewed for a further period of one fortnight provided —

(i) The renewal application reaches the librarian not less than three and not more than five clear days before the date on which the book is due

(ii) No other reader has applied for the book in the meantime and

(iii) Not more than three consecutive renewals shall be allowed for the same book without its production in the library for inspection.

In case condition (ii) is not satisfied the librarian shall

cause a letter to that effect to be posted to the member concerned and the book shall be returnable on the due date.

48 A member against whom any overdue or other charge is outstanding shall not be allowed to borrow books [or withdraw his deposit] until he had paid the amount due.

6 GENERAL

51 The librarian may refuse, under special circumstances, admission into the library to any person or the use of any book without assigning any reason therefor

52 The Library Committee may refuse, under special circumstances, any application for the privilege of loan of books without assigning any reason therefor

53 The Library Committee may grant special loans on such conditions as it may prescribe.

54 Any infringement of the rules will render the privilege of admission to and of borrowing books from the library liable to forfeiture.

32 Parts of the Issue Apparatus

The parts of the issue apparatus fall into the following groups —

1 Material to be carried by the book

2 Material to be carried by the reader and

3 Other material needed at the counter

321 Materials carried by the Book

The parts of the issue apparatus normally to be found in the book are the following —

1 Date Label and

2 Book Ticket.

3211 Date Label

The code number for *Date Label is* O61 It is of octavo size It should be pasted in the book so as to be its first leaf. It should consist of a sheet of 16 pound white printing paper 7½" x 4¼ 1½" of its bottom should be turned over This turned portion should be pasted along the edges so as to form a pocket whose mouth is 2¼" wide This is to hold the book ticket when the book is inside the library. A picture of it is shown in the next page The turned flap should be printed and the rest of the label should be ruled as shown in the picture.

3212 Book Ticket

The code number for *Book Ticket is* A62 It is of abnormally small size It should be made of Manilla paper in the form of a pocket. This is to hold the Reader's Ticket when the book has gone out of the library The back fold should be 3"x1¾" The front fold should be 1½"x1¾" The open portion of the inside of the back fold should have the class number of the book in the first line, its book number in the second line and it accession number in the third line The front fold should have the name of the author or its substitute used as the heading of the book in the first and second lines and its short title in the third line The picture in the next page shows the portion of the Book Ticket which is projecting outside the pocket in the Date Label

3213 Book Pocket

Till now the usual practice has been to have a separate Book Pocket to hold the Book Ticket made of Manilla paper of suitable dimensions to contain th Book Ticket The practice has been to paste it inside the front cover of the book at a distance of 1 from the bottom-end and centered between the two side-edges The alternative suggested in Section 3211 is cheaper and neater

Date Label

7 SEP 1951			
3 SEP 1951			
9 OCT 1951			
2 OCT 1951			
7 OCT 1951			

22
J1
136 241

DELHI PUBLI LIBRARY

1 No 2 J

Ac N 136, 241 Date of release for loan 22 Aug 1951

This book hould t returned on or befor th dat last tamped above. An overdue charge of one anna will be levied for ach da the book is kept beyond that d te

322 Materials Carried by the Reader

Each member should be given as many Reader's Tickets as the rules of the library allow. The code number for the *Reader's-Ticket* is **A61**. It is of abnormally small size. It should be made of thick bristol board or its equivalent, say about 1/12" thick. The Readers-Ticket should be capable of being inserted into a book ticket with ease. It should be 2" x1½". One side should have the crest of the library printed in the centre. The words 'Not transferable' should be printed above the crest and the name of the library below the crest. The other side should be left blank. The number of the ticket will be written in the first line, the surname of the member in the the second line and the forenames within brackets in the third line. The address of the member should be written after these. The accompanying picture shows the two sides of Reader's Ticket and a Book Ticket with the Reader's Ticket inserted in it.

It may be explicitly stated here that as uming for definiteness that a member is given three Reader's Tickets at any time the number of library-books in his possession *plus* the number of free tickets he has, should be equal to three. If he has three books he will have no free tickets. If he has two books he will have one free ticket. If he has one book, he will have two tickets. If he has no book, he will have all the three tickets with him.

The following is a model colour scheme for tickets.—

Children's Tickets	Red
Fiction Tickets	Yellow
Ordinary Tickets	*Green*

Usually even an ordinary book can be taken on an yellow ticket. But no fiction can be taken on a green ticket. If there are other privileges like loan of periodicals other suitable colours may be used to indicate such privileges.

22
J1
136 241

RANGANATHAN
(S. R.) and
SIVARAMAN
(K. M.)
Library manual

Book Ticket

22
J1
136 241

206D58 12 3
YOGESHWAR
(T. R.)

RANGANATHAN
(S. R.) and
SIVARAMAN
(K. M.)
Library manual

Coupled Ticket Pair

Not transferable



DELHI

PUBLIC LIBRARY

Reader's Ticket (Back)

206D58 12 3
YOGESHWAR
(T. R.)
C 6 MAURICE NAGAR
DELHI 8

S.R.R
6 JUNE 1951

Reader's Ticket (Front)

Interpretation of ticket-number :—206=Expires in June 1956 D58=Member interest is Aeronautics 12=Twelfth member admitted in June 1951 3=Third ticket of the member.

323 Materials Needed at the Counter

The counter should be provided with the following materials

1 Trays to file Reader's Tickets
2 A Rubber Dater and Inking Pad
3 About 100 Twin Tokens of the size and shape of Book Tickets and Reader's Tickets made of Manilla paper and numbered 1 to 100 and
4 Tokens for the custody of private property like umbrellas sticks boxes and so on

3231 Ticket Trays

About a dozen primary or charging trays are necessary Their inner dimensions should be 12″x2″x1½″ Three or more secondary or sorting trays are necessary These should be triple trays The inner dimensions of each member of the triple tray should be 18″x2″x1½″ There should be three (or as many as may be necessary depending on the number of members) Tertiary or Filing or Charges Trays. Each of them should be a 9-ple Tray The inner dimensions of each member of the 9-ple Tray should be 21″x2″x1½″ Each of the trays as a whole may be of the inclined sort—the nearer edge resting on a reeper 1½″ high

324 Counter

The counter should be so improvised that there is an island enclosure for the staff The space round it should be in the form of narrow gangways of not more than 3 feet of width so that queue formation of readers is automatic The entrance and exit gates should be only 1½ feet in width they should be at the very inner end of the island-enclosure. They should be provided with some wicket-gate controlled by the staff within the island-enclosure.

325 Conscience Box

Near the entrance wicket gate there shoud be a conscience box—a locked box with a small slit in its lid

as we have in temples to collect offerings—into which the members who have delayed the return of books beyond the due date may drop their overdue charges. After practising the Victorian method of formally collecting the overdue charges with formal receipts and maintenance of separate accounts, libraries have learnt that (1) the game is not worth the candle; and (2) a splendid opportunity for the development of civic conscience is thereby being lost. The conscience box method is now adopted even for the collection of bus-fares in America. Our libraries should straightway begin with trust in this manner. Trust will beget trust.

33 Charging and Discharging

331 Charging Work

Members should be trained to present the books to be charged—*i.e.* taken home on loan in a helpful way. They should present them with the front cover thrown open and one of their reader's tickets placed on it so that the man at the counter can easily read the date label. Of course they should also be trained to respect the rule of queue. If the book is in a damaged condition, set it aside for binding and tell the reader that it can be taken after repair.

3311 Charging and Vigilance

For each book, rapidly tally the call number and the accession number on the book-card with those on the date label. If they are all right insert the reader's tickets into the book ticket taking care to see if the class number of the book has reasonable correlation with the member number of the reader. If it is satisfactory, stamp the due-date in the earliest vacant compartment of the date-label. While doing so release the wicket gate. Allow the reader to pass out. Hand over the book to him and insert the coupled ticket-pair in the charging tray. Any discrepancy in the call numbers and member numbers should be disposed off quickly. If it is too complicated, pass it on to others as the stream of members

vate property including books sticks umbrellas bags, boxes and receptacles of all sorts give him a token in exchange place its twin on his property and see that he writes in the gate register correctly and fully

3323 Discharging

It the reader has a library book to return, he should be trained to present the book in a helpful way He should present it with the front cover thrown open so that the man at the counter can easily read the date label He should also be trained to respect the rule of the queue From the last due date stamped on the date label and the call number of the book written on it, locate its coupled ticket pair lift it up insert the book ticket into the pocket in the date label, provided the accession number in the book ticket is the same as that on the date-label of the book. If it is not you have picked out a wrong coupled ticket pair you must restore it to its place and begin again. If it is alright pull out the reader s ticket from the coupled ticket pair and hand it over to the member or his agent asking him to verify whether the ticket is the right one Release the wicket gate and admit the person inside the library Insert the book-ticket into the pocket at the bottom of the date label of the book.

33231 *Returned Volumes*

If the book ticket does not contain a red slip place the book on the returned books shelf. If it contain a red slip it is a bespoken book. Deal with it as provided in Section 333 and its sub-divisions As and when the returned-books-shelf gets filled up the books in it should be transferred to the returned books-bays in the stack room

If the date space in the date label of the returned book has been filled up, paste down a new date-label and enter the call number and accession number of the book at the proper places in it. If the book is in a damaged condition keep it aside in the damaged book

as we have in temples to collect offerings—into which the members who have delayed the return of books beyond the due date may drop their overdue charges. After practising the Victorian method of formally collecting the overdue charges with formal receipts and maintenance of separate accounts, libraries have learnt that (1) the game is not worth the candle and (2) a splendid opportunity for the development of civic conscience is thereby being lost. The conscience-box method is now adopted even for the collection of bus-fares in America. Our libraries should straightway begin with trust in this manner. Trust will beget trust.

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crossing the wicket-gate should not be held up and stag nated by tumbling over one case Without offence but with extreme vigilance, watch every person crossing the wicket-gate whether taking a loan or not, and make sure that he does not carry away with him unauthorised any book or reading material of the library either forget fully or wilfully

3312 Issue of Bespoken Books

When a reader calls for a bespoken book, take back his bespeaking card satisfy yourself that he is the right person and issue it in the usual way If there is a red slip with a name other than his in the book ticket see that it is retained while charging

3313 Sorting

As pick-up work whenever you are free from readers arrange, in their classified order the coupled ticket-pair collected in the charging tray mark the loan-counting sheet for them by putting against the appropriate subject a vertical stroke except that the fifth stroke should be a horizontal one across the preceding four This facilitates counting in blocks of five As the statistics are being marked for each book transfer the coupled ticket-pair to the sorting tray and file it by its class number

3314 Unusual Period of Loan

Care must however be taken in the case of a book loaned for an unusual period The coupled ticket pair must be filed, immediately after charging behind the proper date-guide in the charged tray at the entrance counter after making the statistics

3315 Daily Statistics

At the end of the day total up the statistics, tally the total number of issues with the number of coupled ticket pairs standing in the sorting tray investigate and set right discrepencies if any and transfer the coupled

ticket pairs to behind the correct due-date in the charged tray

3316 Closing Routine

Before closing down, change the date to the due date corresponding to the next working day put up a new counting-sheet for the next day and see that the charging counter is cleared of all accumulated materials and kept in a clean condition to start work on the next day

3317 Cumulation of Statistics

Add up the statistics and post the figures in the Daily Statistics Register At the end of each week, month and year strike the cumulative total.

332 DISCHARGING WORK

Discharging work consists of (1) Renewal of loan, (2) Charge of private property of readers, (3) Discharging of loan (4) Recovering overdue books and (5) Other routine The man in the discharge counter is the first person whom the reader meet in the library He should therefore give him a genial welcome answer his queries and makes him feel like walking into the library and accepting its service At every hour the hour should be entered at the end of the last filled up line in the gate-register

3321 Opening Routine

As the first thing in the morning, pick out, from the coupled-ticket pair standing behind the date-guide of the day those that have white slips in them. Hand them over to the charging assistant so that he may renew the loans.

3322 Reception

When a reader approaches the entrance wicket-gate receive him in a genial way This does not mean getting into conversation with him. Take charge of all his pri

vate property including books, sticks, umbrellas, bags, boxes and receptacles of all sorts give him a token in exchange place its twin on his property and see that he writes in the gate-register correctly and fully

3323 Discharging

If the reader has a library book to return he should be trained to present the book in a helpful way He should present it with the front cover thrown open so that the man at the counter can easily read the date label He should also be trained to respect the rule of the queue. From the last due date stamped on the date label and the call number of the book written on it, locate its coupled ticket-pair lift-it up insert the book ticket into the pocket in the date label, provided the accession number in the book ticket is the same as that on the date label of the book If it is not you have picked out a wrong coupled ticket pair you must restore it to its place and begin again If it is alright, pull out the reader's ticket from the coupled ticket pair and hand it over to the member or his agent asking him to verify whether the ticket is the right one Release the wicket gate and admit the person inside the library Insert the book ticket into the pocket at the bottom of the date label of the book.

33231 *Returned Volumes*

If the book-ticket does not contain a red slip place the book on the returned-books-shelf If it contain a red slip, it is a bespoken book. Deal with it a provided in Section 333 and its sub-divisions As and when the returned-books-shelf get filled up the books in it should be transferred to the returned-books-bays in the stack room

If the date space in the date label of the returned book has been filled up paste down a new date-label and enter the call number and accession number of the book at the proper places in it. If the book is in a damaged condition keep it aside in the damaged book

shelf. If it had been bespoken, write to the member concerned that it had been set aside for repair.

3324 Overdue Book

If a book returned is overdue, its coupled ticket-pair will be behind an overdue-guide marked in annas. Before handing over the ticket to the reader, suggest to him gently to drop the coins into the conscience-box, if he does not do so himself. The old method had been to collect the overdue charges from him and give him along with the ticket a defaced overdue-stamp of the correct value. And even older still was the practice to prepare a receipt in the miscellaneous receipt book, give the original to the reader and retain the duplicate as office copy. If the reader has not brought cash, write the amount due from him on a slip of paper, initial and date it, attach it to his ticket by a pen-clip and file the ticket in the kept-tickets-tray alphabetically by the name of the reader. Ask the reader to recover his ticket when he pays his overdue charges.

3325 Rush Hour

In rush hours, the process of locating the coupled ticket-pair may hold up readers at the entrance-gate resulting in a long queue and the break-down of their patience and temper. A similar undesirable situation may also be created if any casual mistake had occurred in the arrangement of the coupled ticket-pair in the charged tray and you have to fumble about for the correct ticket. This fumbling in the presence of readers will induce confusion and a sense of inferiority complex which will worsen your capacity for work. All this is undesirable. It is to obviate all these undesirable contingencies that you are provided with a supply of numbered twin-tokens. The moment you feel that stagnation begins, insert the pocket-member of one of the numbered twin-tokens into the book pocket at the bottom of the date label of the book returned and hand over its plain member to the reader in exchange for the book and request him to take his ticket when he leaves

the library or if he wants to go back immediately the next time he calls at the library Don t put such a book on the shelf reserved for books returned Put all such books on the shelf for Held up books. When you get respite from the marching in of readers take up each of the books in the held up-book-shelf locate its coupl ed ticket-pair with composure and when it is found insert the proper book ticket in the book pocket, having taken out of it the pocket member of the twin-token Insert the reader's ticket into that pocket member Place the book on the returned books-shelf or bespoken books-shelf or damaged books shelf as the case may be. File the coupled ticket token in the held up-tickets-tray in the order of the numbers on the token. When the reader calls for his ticket, collect from him the plain members of the twin-token given to him in exchange for his book, pick out from the held-up-tickets-tray the corresponding coupled ticket token and hand over the ticket to the reader Couple the numberd tokens and file the coupled token pair in the proper place in its tray

3326 Trimming the Charged Tray

From time to time close up the coupled ticket pairs in the charged tray so that they all stand erect and fill up each tray tightly In so doing do not move more than five coupled ticket pairs at a time, as otherwise they may slip out and cause disorder delay and confu sion

3327 Renewal

If a member or his representative asks for renewal of a loan and if it is due on that very day locate the coupled ticket pair If it has no red slip indicating having been bespoken pass it on to the charging coun ter for charging. If it has a red slip inform the *person* that the renewal is not possible

33271 *Deferred Renewal*

If the book is due on a later day insert a white slip into the coupled ticket pair This will remind you to

renew it on its due date If the book is already over due, suggest that it is so and that the overdue charges should be dropped into the conscience box If the coupled ticket pair has a red slip inform the member orally or by letter (if he had written for renewal) that the renewal is not possible

3328 Closing Routine

33281 *Insertion*

As the last item in the day's work, insert at the very end of the charged-tickets, the date guide of the day on which the books charged in the course of that day will fall due Get the sorting tray from the man at the charging counter and transfer all the tickets to behind that guide.

33282 *Change of Overdue Guides*

Beginning with the highest denomination, replace each overdue guide by the one showing the next higher denomination of money if the next day is a working day If it happens to be a holiday the replacing over due guides should be the appropriate ones.

33283 *Count of Overdue*

Enter in the overdue tickets-register the number of coupled ticket pair standing behind each overdue guide

33284 *Overdue Notification*

Write out an overdue notice card for each of the coupled ticket pair standing behind the overdue guide of two annas and nine annas and despatch them

Send registered notices for each of the coupled ticket pairs standing behind overdue guides of one rupee. In the case of those which lie behind overdue guides of one rupee and seven annas make a personal call on the members and take every other necessary step such as taking the help of the guarantors or others to recover the books.

33285 *Putting up Gate Register*

Put up the gate-register sheet for the next day

33286 *Damaged Books*

Transfer the books in the damaged-book-shelf to the binding section.

333 BESPEAKING WORK

Whenever a person desires to bespeak a book give him a bespeaking card. Ask him to enter the call number author and title of the book and his own address in the proper places and to affix the proper postage stamp in the proper place. In token of your having satisfied yourself that the person has filled up the necessary particulars correctly and affixed the stamp initial the card at the left hand bottom corner and stamp the date of the day just near it. Then place the card in the temporary bespeaking box. If there is already a card with the same call number put the figure 2 or 3 etc as the case may be after the date stamp.

3331 Locating

At pick-up work take each of the cards out of the bespeaking box. Locate in the charged tray the coupled ticket-pair which has the call number mentioned in the bespeaking card. Prepare a red slip with the name of the bespeaking member and the date of bespeaking adding the serial number thereafter if there is one. Insert this red slip inside the book ticket. If the book ticket is not found in the charged tray but the book is in the bespoken sequence insert the red slip into its book ticket. If the book is not traceable at all search for it and do the needful. Enter near the right hand bottom corner of the bespeaking card the date on which the book is due back in the library. Insert the bespeaking cards in the bespeaking cards box. All the cards in it should stand in the order of the class numbers of the books bespoken. If there be two or more bespeaking cards for one and the same book arrange them among

themselves in the order of the dates on which the bespoken cards were received. If there be two or more bespeaking cards for one and the same book and with one and the same date stamp, arrange them among themselves in the order of the digit entered after the date stamp putting in the serial numbers after the due date in each of the cards.

3332 Bespoken Books Shelf

The bespoken books returned to the library are to be now arranged in the Bespoken Books Shelf near the entrance gate in five sequences, viz

0 Zeroth sequence consisting of the books whose bespeaking card have not yet been forwarded
1 First sequence consisting of the books whose bespeaking cards were forwarded on the day
2 Second sequence consisting of the books whose bespeaking cards were forwarded one day earlier
3 Third sequence consisting of the books whose bespeaking card were forwarded two days earlier and
4 Fourth sequence consisting of books whose bespeaking card were forwarded three days earlier

The books in each of the sequences are to be kept in the order of their call numbers. The sequences are to be separated by guides. A guide is just a strip of card board (inches by in hes with the sequence number written prominently at both end

3333 Notification

Towards the end of the day but in good time to catch the last mail of the day for each of the volumes in the zero sequence pick out the related bespeaking card from the bespeaking card box. If there be two or more bespeaking card of the same volume pick out the one which is the senior-most as determined by the serial number after the due date entered at the left hand bottom corner. Tally the volume with the entry in the bespeaking card and sign and despatch the bespeaking card to the member concerned

3334 Changing Sequence Cards

As soon as all the bespeaking cards are despatched, release all the books behind the sequence guide numbered 4 Examine if they have been bespoken by others, and if so, transfer them to the zeroth sequence to be newly formed thereafter If not place them in the temporary replacing table. Then, shift the sequence guides in the appropriate manner i.e., shift guide 4 to the place of guide 3 guide 3 to the place of guide 2 guide 2 to the place of guide 1 guide 1 to the place of guide 0 and place guide 0 so as to cover the books, whose bespeaking cards are to be forwarded on the next day

334 Charging to Branches

In the case of a City or Rural Central Library which periodically sends out books to Branch Libraries, prepare two book-tickets instead of one for each book. When a book is sent to a branch library transfer one of the book tickets to the charged tray allotted to that branch The book-tickets in this tray should be arranged by call numbers. The book itself is sent to the branch with the second book ticket inserted in the book pocket at the end of the date label This book-ticket will be used by the branch for its own charging and discharging work

It may be desirable to have a transmission register in which the number of books transferred to a branch is entered The columns may be (1) Date of transmission (2) Number of books transmitted (3) Signature of the person transmitting (4) Signature of the carrier (5) Signature of the person at the Branch Library receiving the volumes (6) The Number of volumes received by him and (7) the Date of Receipt

A similar transmission register should also be maintained by each Branch Library for returning the books back to the Central Library

335 Charging to Delivery Stations

If a library has a Librachine (=Travelling Library) which calls at Delivery Stations regularly the Librachine should be treated as a branch library so far as work at the Central Library goes. In the Libarchine itself it may be helpful to have the coupled-ticket-pair arranged in the charging tray first by the names of Delivery Stations Those belonging to anyone Delivery Stations may be further grouped behind the due dates. Those behind the due date should as usual, be arranged by call numbers.

Transmission registers on the lines of those for a Branch Library should be maintained for each Librachine.

34 Lost or Damaged Books

Occasionally it happens that a reader loses a volume of the library or damages it. It is obvious that in the former case he should be asked to supply the library with a fresh copy and that in the latter case the treatment to be given will depend upon the extent of damage The volume may either be repaired locally or if the damage is too serious the reader may be asked t furnish the library with a fresh copy

341 Special Deposit

If the decision is to get a fresh copy from the user find out the published price of the book from the accession section or from trade lists, as the case may be If the book is a rare one it may be necessary to estimate the current price of the book from second hand catalogues. If the decision is to ha e the book repaired local ly get from the binding section the estimated ost of the repair In any case make a liberal estimate so as to avoid the contingency of recovering excess amount from the user at a later stage It is always easier to refund the balance rather than recover the excess

As soon as the estimated cost is obtained inform the user concerned in person, if he i present in the

library or by letter about the amount and ask him to pay the amount as a special deposit immediately

As soon as the user brings the special deposit, receive the amount and prepare and give him a receipt for the amount. The amount is to be transmitted to the finance section at the end of the day along with the miscellaneous collections.

As soon as the recepting special deposit is over pick out the related coupled ticket pair Place the book ticket in the lost volumes-sequence and return the reader's ticket to the member If it is a case of damaged volume, it may happen that the user is not a member In that case, simply transfer the book card to the lost volumes-sequence

342 Overdue Levy

There is the question how long overdue charges should be allowed to accrue in the case of lost or damaged volumes

1 Fine may be made to accrue till the fresh copy arrives

2 The levy of the fine may be stopped with effect from the date on which special deposit is paid by the user and

3 The levy of fine may be stopped with effect from the date on which the notice of loss is given

The adoption of the first alternative is rather too hard in Indian libraries as it often happens that a fresh copy of the book has to be procured from foreign countries. It takes not less than six weeks for the fresh copy to arrive It is doubtful whether it is desirable to continue to levy fine for such a long time

A more humane alternative seems to be the adoption of the second one But there is a curious abuse of this alternative by certain unscrupulous members In this alternative it is open to a member who wants to retain a book for a long time after the due date to re

port loss of the book, pay the special deposit and produce the old copy after he no longer requires it, with the story that he has recovered it somehow. Some members succumb to the temptation to do this, especially in the case of books of topical importance and particularly text-books which are of great importance in connection with examinations. I wonder whether this abuse may not be guarded against by providing that in case user returns the old library copy he should pay the fine till the date of return. Of course in this case we have no means of distinguishing genuine loss and recovery from pretended loss and recovery.

The third alternative is not desirable. Because special deposits are not easily forthcoming, unless the fine is made to accrue until the date of payment of special deposit the library has to wait indefinitely long to get the special deposit.

342 REPLACEMENT

In the case of a lost book, either ask the reader to purchase a fresh copy or take his written consent for the library to purchase it on his behalf. As soon as the fresh copy arrives, pick out its book-ticket from the lost book sequence, attach the date label, enter the accession number in usual places, and insert the book-ticket into the pocket at the bottom of the date label. Advise the reader that the book had been replaced and settle his special deposit account. The damaged copy may then be returned to the member concerned with the following endorsement written on its title page.

"This copy has been replaced by a fresh copy by Mr ... Hence this copy is given away to Mr ... This is no longer property of this library.

Librarian

(Name of the Library)

If the book is not procurable even second-hand write off the book from the stock of the library and appropriate the special deposit to the library fund.

343 REPAIR

In the case of a damaged book, as soon as the repair has been completed inform the person concerned about it and settle his special deposit account.

35 Members

The work of a library in regard to members will consist of (1) Attracting members to library (2) Admission of members (3) Renewal of membership (4) Lost ticket etc

351 EXTENSION SERVICE

It is one of the basic duties of a public library to make every resident within its area a member of the library For this purpose it adopts publicity methods such as those referred to in Chapter 1 With the same end in view a public library organises also Extension Service of various kinds. It may arrange for public lectures by members of the library staff of scholars in the locality or distinguished visitors to the locality In connection with a lecture special reading lists may be prepared and distributed to the audience The book bearing on the lecture may also be exhibited at a vantage point through which the audience will have to pass The public library may also prepare reading lists and discussion programmes in connection with the radio service in the country It is also usual to allow the learned bodies in the locality and other citizen-organisations which may need books to meet in the library premises When they do meet special reading lists and exhibition may be used as the means for making the people interested in the library service Another form of extension service is to promote the formation of reading circles and giving them special facilities to meet in the library premises and discuss reading courses and the findings of the members. A public library may also take part in local exhibitions of all kinds It may also celebrate local, national and international festivals using each occasion to harness the special curiosity and interest of the member so as to make them use the rele

vant books in the library In the present high level of illiteracy public libraries in India should also organise reading of books to the illiterates. In short the public library should be an intellectual centre of the locality where social education of every sort is helped.

352 Admission

When a person desires to become a member of the library give him two application cards. When he gives them back duly filled, examine carefully if all the items have been filled up verify the accuracy of the statements and also the signatures contained in them whenever necessary If there is any discrepancy get it rectified by the applicant. As soon as you are satisfied that every thing is in order send him into the library to acquaint himself with the arrangement and to get initiated into the library set-up and apparatus. Another member of the staff—the reference staff—may be asked to help him in this.

Remember that in the case of a person who is not a tax payer of the locality he should be asked to obtain the guarantor s signature on one of the application cards.

3521 Tickets

When he is thus taken care of otherwise prepare the necessary number of tickets of the proper colour in accordance with the rules Each member should be given a Member Number Apart from the serial admission number which will be put in the application cards, the member number also should be in it. It will be a great convenience if the member-number is so constructed that it is a short representation in ordinal numbers of the year and month in which his tickets will expire and should be returned for renewal and the main subject of interest of the reader as determined by his vocation and other factors The example given in Section 5?? will make this clear Please refer to the picture of Reader s Ticket (front) given in that section. The Member-Num-

ber shown in it is 206D58 12.3. Here

206 = Expires in June 1932

D58 = Aeronautical Engineering (Subject of interest or vocation)

12 = The member is the twelfth of his class

3 = Third ticket of the member

The life of a reader's ticket may be fixed as 1, 2 or 3 years according to local conditions. The tickets should be initialled and dated by the librarian. When the member comes back to the counter hand over the tickets to him.

3522 Filing

Towards the close of the day take the admission cards of all the members admitted in the course of the day and arrange one set alphabetically by the surname of the members and the other set by the Member Number. File the former in the alphabetical register of members. File the latter in the classified register of members.

353 Renewal of Membership

The person at the charging and discharging counters should detect the Reader's Tickets which are in or after the month of their expiry. The members concerned should be advised to present all their tickets at one time and get them renewed for a further period. As the tickets are renewed their old application cards may be transferred to their respective new sequences with a note of their dates of transfer and with any alternations that may be necessary in them. It may be a good habit to make a list of the expired admission cards lying in the classified sequence find out the members concerned and get the tickets renewed.

354 Lost Tickets

The experience with cases of lost tickets in the Madras University Library is of some interest. For some years the following practice was adopted. Whenever a

member notified loss of tickets he was asked to report at the end of three months the result of his endeavour to trace them out If at the end of that period, he was unable to trace them out duplicate tickets were given without any charge. It was found that this privilege was abused in several ways. After taking the duplicate tickets, the old tickets were also presented The tickets reported to be lost were sometimes presented by the relatives of the members, the relatives stating that the member gave them the tickets for their use Some members reported loss of tickets repeatedly almost every year While the tickets of some members were locked up in the library against fine due from them they used to come months later with the story that th tickets were lost Due to one cause or other notice of lost ticket came to be received almost every week.

Then it was felt that something should be done to help the formation f a higher sense of responsibility in the matter of library tickets The practice that is now followed i to charge a fee for the issue of duplicate tickets and to ask the members t execute an indemnity bond It i now a year ince this practice wa introduced Although it is not happy to have this procedure we have had from the experience there are reasons to believe that this practice i having the desired result

3511 Observation Slip

When a member notifies loss of a ticket, send him a copy of the rules regarding loss f ticket and the procedure that should be adopted Then prepare an Observation Slip This should have the number f th ticket in the first line the name of the member in the next line and the date of notice of the loss of ticket in the third line The Observation Slips should be kept in the observation lip box in a classified order

3512 Detection Work

As a pick up work the person at the discharge counter should examine the charged tickets-tray to find

out if any of the lost tickets lies charged. The man at the charging counter also should have before him a list of the numbers of the lost tickets to facilitate detection in case any of them is presented When any ticket is presented it must be filed in the kept-tickets-tray with the necessary note explaining the circumstances of detection and the owner should be notified about it. If any malpractice is expected it should be pursued in a proper way

3543 Duplicate Ticket

At the expiry of three months or whatever period is provided therefor in the rules the member concerned may be asked to make a report about the results of his endeavour to trace the lost ticket If it is still not found, he may be furnished with a draft form of indemnity and asked to produce the bond on the appropriate stamp paper If the bond is in correct form he may be asked to pay the duplicate ticket fee prescribed by the rules and then a duplicate ticket may be given to him with the word duplicate written across it.

36 Overdue and Other Collections

The counter is likely to collect money as overdue charges special deposits and fees for duplicate tickets. Open the conscience box before the accounts section closes and hand over to the Accountant the total sum received on all the three heads mentioned above The date and the amount should be entered in the Transmission Register and the signature of the Accountant taken on it in token of his having received the amount.

361 OVERDUE STAMPS

In case the conscience box system is not introduced, but the overdue-stamp system is adopted, the counter should take a permanent advance of overdue stamps books worth R or any other amount fixed according to local conditions from the Accountant. Every evening the maximum integral number of rupees contained in the overdue collection of the day should be given to the accountant and overdue stamp books of equal value should be taken

362 RECEIPT BOOK

If the antiquated receipt book system is still insisted on, the entire collections of the day should be remitted to the accountant each day and the signature of the accountant should be received not only in the transmission register but also on the back of the counter foil of the last receipt covered by the amount. The transmission register also may give the inclusive receipt numbers covering the amount remitted.

37 Forms and Registers

In what follows if the first letter of the code number is 'A' the form is of abnormally small size if the first letter of the code number is 'C' the form is of card size (5 x3") if the first letter of the code number is 'Q' the form is of the quarto size and if the first letter of the code number is 'S' the form is of the folio size.

A64. *Overdue label* Overdue stamp should be designed in a form similar to a postage stamp with the coat of arms of the library as the device. The value of each label should be marked as one anna. They should be bound in booklets of Re 1

C612. *Bespeaking card* Printed 8 point type Bristol board. White.

One side is reserved for call number author and title The text of the form is as follows —

(Name of the library) Date

Call number

Author

Title.

(The other side)

Dear Sir

The book mentioned on the other side is now available in the library Kindly arrange to take it.

The book will not be issued unless this card is produced

Librarian

N.B. 1 Write the address on the other side and affix necessary postage stamp

It can be used for registering one volume only.

The left half of the other side should have the following words printed —

Call Number

Author

Title

The right half is reserved for address.

C614. *Overdue notice card.* Printed. 8 point type. Bristol board. White. The text of the form is as follows —

(Name of the library) Date

Dear Sir,

The undermentioned book/books due from you on ... has/have not yet been returned. Kindly return it/them immediately along with the overdue charges.

C62. *Application card.* Printed. 8 point type. Bristol board. White. [illegible]. The text of the form is as follows on one of the sides —

(Name of the Library) Date

Adm. No. *Member Number*

Name in block letters (write last name first and the other letters after it in circular brackets)

House address

Business address

Vocation

The second and the later lines may be printed so that the first line comes near the bottom of the card. This will leave ample space between the first and the second lines to write revised admission numbers and member number for a number of years.

The text on the other side of the card should be as follows —

I request to be admitted as a member of the public library and I agree to abide by its rules. I am a tax payer and I reside in No Street of Ward No. ...

Date Signature

I am a tax-payer and I reside at No. street o Ward No. The person mentioned above is known to me. I recommend that he be admitted as a member of the library

Date Signature

C61 *Lost ticket observation slip* Stencil Ledger paper Buff The row headings are to be as follow —

Name of the member

No. of the ticket lost

Date of notice

Date of report of the endeavour to trace the lost ticket

Date of issue of duplicate

Remarks

Q61. *Overdue register* Printed 8 point type Ledger paper White Loose leaf binder

The number of rules below the column headings is to be 10 on each side

Row headings near the top are to be as follows —

(Name of the library) Date.

Address Name

Deposit No No. and nature of tickets.

Below that the following column headings are to be printed —

Call no. (1½ inches) Due date (1 inch) Return date (1 inch) Days overdue (½ inch) Overdue charge Rs. as. (1 inch) Date of collection (1 inch) Receipt no (1 inch) Remarks (1 inch)

Q68. *Miscellaneous receipt book* Printed. 8 point type. 21 lb. printing paper White To be bound in booklets of 50. Each sheet is to consist of a receipt form and its counterfoil. The boundary line between the receipt form and the counterfoil is to be perforated The text of the receipt form is as follows —

(Name of the library) Date

Ser No

Received from the sum of Rs as. pies as per details given below —

Special deposit

Fee for duplicate ticket

Overdue charge on a book due on (Omit this if overdue stamps are used)

Date

Chief of counter section
Counter clerk

Librarian

S61. *Cale ce tes* Printed Display type 21 lb. printing paper White To turn in the longer edge. The number of horizontal lines below the column headings in each side is to be 15 and are to be numbered 1 to 1 The columns are to be parallel to the shorter side.

The column headings are to be

Ser No. (1 inch) Name in block letters (3 inches) Full address (6 inches) Qualifications (1½ inches) Token No (½ inch) Remarks (1½ inches)

The text of the form above the column headings is to be as follows —

PLEASE WRITE LEGIBLY (Name of the library)

Enter your name and address in token of your agreeing to abide by the rules of the library

862 *Loan counting sheet* The vertical column may show either each hour or longer intervals for the period when the library is open each day and also a sufficient number of columns may be provided for the totals at suitable intervals, say one at 10 A.M., another at suitable intervals, say one at 10 A. M., another at 3 at 5 P M., another at 6 P M., another at 9 P M and another for the grand total In addition it may be advisable that columns may be opened to note the actual number of readers in the library at some important moments to be decided according to local conditions. The row headings should be the symbol for the main classes of subjects and such of the subclasses as are of special interest to the locality In recording the count of books issued, in a particular subject in a particular hour or time interval the first four strokes may be vertical and the fifth a horizontal one across these four This will facilitate counting A portion of the Loan counting sheet is shown below as a sample

	3 p. m —4 p. m	
V	IIII II	7
W	II	2

863 *Consultation counting sheet* This may be similar to the Loan Counting Sheet

864 *Circulation diary* (Daily) The main heading of the columns are to be the symbols for the main classes of the subjects and such of the sub-classes as are of special interest to the locality For each subject-heading the sub-headings should be Consultation Loan and Total There should also be the following additional headings—Grand total with the sub heading Consultation Loan and Total Total Number of Reader Receipt of Inter library Loan and Issue of Inter Library Loan The row headings should be the dates of the month with additional rows interpolated at proper places—for total of the week and cumulative total for the month at the end of dates 7 14 21 28 and the end of the month

865 *Circulation diary* (Monthly) The monthly Circulation Diary should have column headings similar to the daily circulation diary Its row headings should be the months with progressive totals that is to say January February Cumulative total March Cumulative total etc

866 *Routine diary* The column headings should be

1 General Correspondence

11 Authorisation letters received 12 Authorisation letters disposed 13 Other letters received 14 Other letters disposed 15 Letters originated 16 Reminders sent

4 Renewal and Bespeaking

41 Renewal requests received 42 Renewals done 43 Renewals rejected 44 Bespeaking requests received 45 Bespeaking card sent 46 Bespeaking cards untraced

6 Overdue Cards

61 First reminder sent 62 Second reminder sent, 63 Third reminder sent 64 Registered reminder sent

4 Admission

41 Tax-payers 42 Others.

5 Renewal

51 Tax payers 52 Others.

6 Loss of Tickets

61 Tickets lost 62 Lost tickets detected 63 Duplicates issued

7 Loss of Books

71 Books lost, 72 Books damaged 73 Special deposit cases. 74 Books replaced

In the case of central libraries which send out books to branch libraries and to delivery stations they should have separate circulation diaries for this work different from those relating to direct issue to readers.

38 Files

The following table gives a scheme for numbering the files of the counter section. The meanings of the terms will be found explained in section 198 of Chapter 1

Name	Class No	Filing characteristic
Use	61	Rules
Member	611	Member
Consultant	612	Consultant
Study group	14 (followed by the class number of the subject)	Leader
Ineligible	5	Correspondent
Inquirer	1	Inquirer
Bespeaking cards	6231	Nil
Interlibrary borrowing	5 (followed by the class number of the subject)	Heading
Lending and borrowing libraries	652	Library

681 Transfer to Record

All the files of this section are to be transferred to the record sequence one year after it is closed.

682 Destruction of Record

The files relating to used or permanent bespeaking cards returned by members may be destroyed after one year. All other files may be destroyed after three years.

CHAPTER 4

Work Behind The Screen

A library shares many items of administrative routine with other offices, for example those relating to personnel finance, accounts, correspondence print ing, stationery supplies and services, and building and equipment. As a library is usually a dependent in stitution, the routine about most of these items may have to be in conformity with that of the parent-body In the case of a public library the Local Body which is the Local Library Authority will prescribe the routine. A systematic account of these items can be found in part 3 of our *Library administration* We shall confine ourselves here largely to the distinctive library routine which relates to books and periodicals, their selec tion, purchase inclusion in stock or accessioning, pay ment preparation for dues, arrangement in the stack room and binding In regard to these there is some difference between books *qua* books and periodicals. In the case of the latter the finished volume does not come out at once but in succession in the form of fascicules issued at regular—and more often irregu lar—intervals, and these have to be gathered together as soon as the title page and index arrive, and made into a volume. Further the issues should be made available as and when they come and not allowed to be idle until a volume is completed and bound.

41 Book Selection

The first step in the distinctive part of library ad ministration relates to book-selection This is con ditioned by three factors

1 The demand in the light of local interest in different areas of the field of knowledge

reviews in periodicals. The Sunday edition of the *Dailies* in India contain literary pages in which reviews are published. These too can serve as source for book selection

4121 Suggestion Tray

Books of probable interest to the readers are likely to be brought to the notice of the library by the readers themselves. When the suggestion reaches the library a book selection card should be prepared and filed in the suggestion tray in the classified order

4122 Weeding Out

The printed sources should be systematically filed on shelves. As and when a new edition of the source arrives, the old edition should be discarded in the case of ephemeral materials or removed to the bibliographical collection if they are worth retention

413 ROUTINE

The sources for book selection should be scanned systematically as and when they become available and a book selection card should be prepared for each selected item. It should be roughly classified and its standard symbol (like elementary, ordinary, advanced and so on) should also be tentatively put on the card. These cards should be filed in classified order in different sequences according to the standard. The accumulated cards should be discussed at convenient intervals—say once in a month on the appointed day—with the concerned specialist and the sanction of the Library Committee should be obtained for the finally Sanctioned Indent

41 FORMS AND REGISTER

C12 *Book Selection Card* Printed 6 × Bristol Board white for purchased books green for gift books

815 *Daily diary.* Its headings should be the following:—

11 Letters received

121 Letters replied

122 Letters filed

141 Letters drafted

142 Routine letters issued

15 Reminders sent

21 Indents called for

22 Indents received

31 Book selection cards checked with selected card tray

32 Book selection cards checked with order tray

34 Book selection cards checked with bills on hand

35 Book selection cards checked with catalogue

816 *Weekly diary.* This should show the number of book selection cards written. Its headings must be the symbol for the main classes of classification used.

418 FILES

Name	Amplifying device	Filing characteristic
Sources	Subject Device or/ and Language Device	Correspondent
Selection	Subject Device	Do.
Indent	Do	Do.
Allotment	Do	Do.
Outward enquiries	Do	Do.
Inward enquiries	Do.	Do

All these files may be transferred to record one year after it is closed. They may be destroyed after three or five year according to convenience.

Red for bound volumes of periodicals. The text on one side should be as shown below

Vendor Cost

	Date	Inits.
Seln.		
Apprd.		
Order		
Recd.		
Paid.		
Acend.		
Cut		
Clasd.		
Cat.		
Shld.		
Bound		
Wl.		

Indian
Foreign
Order No
Voucher No.

The text on the other side should be as follows —

Ac. No Doc No Wl. No.
Cl. No.
Auth.

Title

Size. Colln. Edn Yr.

Pubr Pub-price

Series etc

Review

Reference

QI2 *Book selection consultation letter form* Stencil 21 lb. Printing paper White The text of the form is as follows.—

Subject. *Book selection*

I have the honour to enclose herewith (number) book selection cards in (subject) for your consideration. Please be good enough to sort them into the three groups "approved" deferred and "rejected" The three groups may be separately bundled and sent to me along with a covering letter embodying your recommendation.

The balance available for purchase of books in your subject within the current financial year is Rs. _

Expecting your reply within a week.

SI3 *Indent noting form* Stencil 21 lb. Printing paper White.

The text of the form is as follows —

Outside No. Dated

File No. Date of receipt

Subject. Indent for books

Librarian's Note	Office Note	
	No. of items recommended	
	No of items already available or on order	
	No. of items recommended for duplication	
	Estimated cost of the items not in library	Rs
	Estimated cost of the duplications recommended	Rs.
	Total estimated cost	Rs.
	Allotment for books	R
	Amount already appropriated	Rs
	Balance available	Rs.
	Remarks	

Library Committee's decision

S15 *Daily diary* Its headings should be the following:—

11 Letters received
121 Letters replied
122 Letters filed
141 Letters drafted
142 Routine letters issued
15 Reminders sent
21 Indents called for
22 Indents received
31 Book selection cards checked with selected card tray
33 Book selection cards checked with order tray
34 Book selection cards checked with bills on hand
35 Book selection cards checked with catalogue

S16 *Weekly diary* This should show the number of book selection cards written. Its headings must be the symbols for the main classes of classification used.

418 Files

Name	Amplifying device	Filing characteristic
Sources	Subject Device or and Language Device	Correspondent
Selection	Subject Device	Do
Indent	Do	Do.
Allotment	Do	Do.
Outward enquiries	Do	Do.
Inward enquiries	Do	Do

All these files may be transferred to record one year after it is closed. They may be destroyed after three or five years according to convenience.

4211 Contract

It is necessary to stipulate certain conditions of a bibliographical nature in appointing standing vendors. They should be asked to undertake the following responsibilities —

1 Every volume should be carefully collated before being sent. If any defect is discovered at this end, they should take back the defective copy and supply a sound copy at their own cost, including the to and fro freight,

2 The latest edition of the book is to be supplied, unless there are specific instructions to the contrary

3 If the order contains a note that a certain edition of a particular book is already in the library they should find out if the later edition in the market is substantially different from the one in the library If not, the book should not be supplied but an advice should be sent. In cases of doubt, they should state the case and supply the book only after receiving a confirmatory order

4 If the book is reissue of another book under a different title, they should advise the library about it and send the supply only after receiving a confirmatory order

5 If a book is an off-print from a periodical publication or another book, they should advise the library about it and send the supply only after receiving a confirmatory order

6 If a book is really a foreign publication, though listed in the trade lists of their country by the local representatives of the foreign publisher they should advise the library about it and send the supply only after receiving a confirmatory order

7 If there is any difference in the name or in the spelling of the name of the author or in the title

they should advise the library about it and ship the supply only after receiving a confirmatory order and

8 If any book occurs in more than one order or is covered by any of the standing orders, only one copy should be sent and a second copy should not be sent without getting a confirmatory order

In all these cases, if they send a wrong supply they should take it back at their own cost.

4212 Second-hand Books

In the matter of out-of-print books, it is best to obtain quotations from different second-hand book sellers and decide the vendor in each case on its merits, rather than appoint a single standing vendor Very often the catalogues of the second-hand booksellers may obviate even the necessity for enquiry But these catalogues should not be relied upon, if the amount is considerable It may be possible to get better terms by obtaining competitive quotations.

422 Ordering

It is desirable that order work is distributed evenly throughout the year and an order is sent out regularly once in a week or a month on an appointed day The routine for each order may be as follows Arrange the finally sanctioned book-selection cards alphabetically by the names of authors and check carefully to eliminate unintended duplications of all kinds. For this purpose check with (1) the catalogue of the library (2) the standing-order card (3) the outstanding order-cards (4) the bills awaiting payment and (5) the exchange list of the library if any Separate the cards for the books which can be got as gifts and apply for them Type the order list for the surviving cards in triplicate send one with the order to the vendor leave one for use in advising readers and use the third as office copy The corresponding book-selection cards

now gain the status of order cards. Insert these in their proper alphabetical places in the order tray which contain the outstanding cards.

1221 Standing Order

It is desirable to give standing orders to the following classes of books

1 *Series-Books* i e belonging to a series all of whose volumes the library has decided to buy
2 *Multi-volumed books* i e books in two or more volumes all the volumes of which are not published simultaneously
3 *Instalment books* i e books published in successive parts or fascicules which should be accumulated in the library and bound after the title-page arrives
4 *Subscription books* i.e books for which advance payment is to be made either in full or in part before actual publication.

123 RECEIVING THE SUPPLY

When the supply arrives, arrange the books in the order in which they are entered in the bill. Lift the order card of each book from the order tray and insert it on its title page. If there is no order card for a book it has been either already paid for or it was never ordered. When all the books have got their respective card carefully collate the books, scrutinize and approve them only if they answer to every detail furnished in the respective order cards. Then pass the books on for classification cataloguing and shelf-registering. Defects may also be detected at this stage. Hence defer cutting, stamping accessioning and payment till those processes are over. Retain the order card with you. They form the control to ensure that all the books come back for accessioning. Various difficulties may crop up in this work. These are enumerated and the means of dealing with them are given in chapter 4 of our *Library administration.*

1231 Supply of Standing Order

The procedure for receiving supplies of standing order and watching their regular supply should be similar to the one described in section 13 Periodical Publications

424 Follow up Work

As soon as a book order is sent out, prepare a Book Order Follow up Card and file it in the book-order follow up box behind the week-guide of the due date of supply The cards behind a week-guide are to be arranged on the basis of the following successive characteristics (1) Vendor (2) Order number and (3) Order Date The second vacant line should be filled up at the time when the card is prepared The due date also should be filled up at that time. The other headings should be filled up as and when the supply or report arrives. It may not arrive all at one time.

In every week in which the cumulative total of the number of volumes supplied is less than the number of items ordered shift the book-order follow up cards to the proper place behind the next week-guide. After the supply is completed the card may be destroyed. The columns R1 R2 R3 are for reminders in case the supply is delayed

427 Forms and Registers

C23 *Book-order follow up card* Printed. 8 point type Bristol board White

The leading line is to be reserved for the entry of the dates corresponding to each heading given in the second line

The second line is to have the following headings —

Due date (1 inch) First supply (1 inch) Final supply (1 inch) R 1 (½ inch) R 2 (½ inch) R 3 (½ inch)

The third line is to have the following headings —

Indent Number (¾ inch) Date (1 inch) Order Number (¾ inch) Date (1 inch) Vendor (1½ inches) Number of items ordered (¾ inch)

The fourth line is to be left blank for entering the information corresponding to the headings in third line

The *fifth line is to have the* following column headings —

Supply Number (½ inch) Date (½ inch) Number received (½ inch) O P O S. (½ inch) Procurable elsewhere (½ inch) Total (½ inch) Cumulative total (½ inch) Remarks

Each of the succeeding lines is to be reserved for the different supplies. These lines may be continued on the other side of the card if necessary

These lines may be continued on the other side of the card if necessary

Due date	First supply	*Final supply*	R1	R2	R3
Indent No	Dat	Order No	Date	Vendor	No of Items ordered.

Supply No.	*Date*	*Number* Recd	*O P* O S	*Procurable* elsewhere	*Total of* last three *columns*	Cumulative total after each supply	Remarks

C21. *Standing order card* Manuscript Bristol board White Tray Front side 7 lines. Back side 18 lines

Row headings at the top of the front side.—

First line. Series Heading

Second line S O No. dated Period

Third line Vendor Note.

Column headings for the remaining part of the first side and for the back side—

Serial Vol. no. (½ inch) Accession no. (¾ inch) Voucher no. and date (1 inch) Call Number (1¼ inch) Heading (1¼ inch) Price (1 inch)

Q225 *Order form to standing vendors* Stencil 21 lb printing paper White The text of the form is as follows —

Subject. *Book order*

Please supply the Library under the usual conditions with the books in the enclosed lists, viz.

Order No Dated Remarks.

S25. *Weekly diary (Routine)* Its headings should be the following—

11 Letters received
121 Letters replied
122 Letters filed
141 Letters drafted
14 Routine letters issued
15 Reminders sent
21 Indents received
22 Indents returned
223 Book order cards checked with outstanding order tray
227 Book order cards checked with standing order cards
24 Book order cards checked with bills on hand
2403 Book order cards checked with exchange list
25 Book order cards checked with catalogue
28 Book order cards checked with shelf
41 Standing orders issued for series book
42 Standing orders issued for multivolumed books
43 Standing orders issued for instalment books
44 Standing orders issued for subscription books
5 No. of order card filed

7 No. of ordinary books received from vendor

71 No. of series books received from vendor

72 No. of multivolumed books received from vendor 0064

73 No. of fascicules of instalment books received from vendor

74 No. of subscription books received from vendor

754 No. of volumes and cards transmitted to the accession section

S20. *Weekly Diary (Subject)* Its headings must consist of the symbols for the main divisions of the book classification used or some suitable modification of them

428 FILES

Name	Class Number		Filing Characteristic
Standing vendors	21	(Subject Device)	Vendor
Standing vendors (Second hand books)	218	do	do
Enquiries and quotations	22	do	Heading
Ordinary books ordering	23	do	Vendor and date of order
Ordinary books order doubt clearing	234	do	Heading
Serious ordering	241	do	Series Heading
Multivolumed books ordering	242	do	Heading
Instalment books ordering	243	do	do
Prepublication ordering	244	do	do
Gift books	28		Donor
Outward enquiries	291		Correspondent
Inward enquiries	292		do

The files may be transferred to records one year after final disposal and destroyed five years thereafter

43 Periodical Publications

Periodicals are prone to develop idiosyncrasies of several kinds. Of these irregularity in publication and supply is the one which affects the administrative routine most. If the non-receipt of a particular issue is not brought to the notice of the publisher promptly there is a great probability of the library never getting it. Hence the greatest amount of vigilance and promptness is necessary in dealing with periodical publications and it must be achieved without undue dependence on mere memory. It i best done by means of a simple card system. A card 5 x 3 will last for 6 years for weeklies and for twentyfive year for monthlies, if they are ruled on both sides. It may not be worthwhile to bind and preserve all the periodicals. What must be preserved should be decided by the authorities.

431 Renewal Order

It is desirable not to change the list of current periodicals violently from year to year. A periodical which it has been decided to have bound and preserved should not be light heartedly discontinued in one year and renewed in another year. Thus most of the periodical should be given a standing order. It is conducive to good business to send a renewal order once in a year on an appointed day and call for bills for subscription. For subscriptions of most periodical are payable in advance. This is enforced by the publishers since they cannot otherwise decide how many copies they should print. Foreign periodical will therefore have to be renewed even in October so that payment may reach the other side before the year begins. For convenience of routine it is better to renew Indian periodical also in October.

432 Vigilance

If the number of periodicals taken is small vigilance can be effected by a single-card system. They

can all be examined easily every week or every month. This work will be particularly easy if we have a visible index tray of which details can be had from any stationery dealer Roneo Company and others have such trays on sale. If the number of periodicals taken exceeds 50 it is desirable to control vigilance by a two-card system. The card used in the single-card system will then become the register-card Its use is described in section 433. It will of course, be kept in alphabetical order The second card will be called the check-card Its use is described in section 431

433 Registering

As soon as the mail arrives each day after satisfying yourself that each packet is addressed to the library open the wrapper of each and insert it inside the periodical Arrange the periodicals alphabetically by the title The rest of the work is to be done for each periodical successively Collate it, and see if any abnormalities need attention Note them at the top of the back of the front cover Put all such cases aside in deferred tray If it is normal pull out its register card If it is not a duplicate copy make the necessary entry in the register-card. Taking the class number from the register-card write it near the right hand top corner of the front cover of the periodical If the issue *is not the one immediately after the one last registered* the entry should not be made in the next vacant horizontal line but in the line that would be appropriate to it. Write a reminder card for the earlier issue not received and put it in the week current box for despatch If it is a gift periodical and if an acknowledgement is due write out the acknowledgement and put it in the week current box If the title-page contents and index are due but have not come write a reminder card for them also and put it into the week's current box Stamp on the covers and on all the plates and on the first and last pages of the periodicals registered and enter the date of receipt on the cover

434 Vigilance

As soon as a periodical is registered, pick out its check-card. It should be found among the cards lying behind the current week's-guide. Transfer it to behind the guide-card of the week in which the next issue is due. For example if we are now in the first week of March the current week's-guide-card will be 3.1 If the periodical is a weekly the check-card should be transferred to behind the guide-card 3.2. If the periodical is a monthly the check-card should be transferred to behind the guide-card 4.1 If the periodical is a quarterly the guide-card should be transferred to behind the guide-card 6.1 and so on If the check-card is not found behind the guide-card 3.1 look up the register-card for the date on which the preceding issue was registered Add the period of the periodical to that week. The result will show the guide-card behind which the check-card could be found

4341 Notifying

On the last day of the week for each of the check card still lying behind the guide-card of the week write out a reminder card. Fill up in each check-card the details about the reminder then transfer all the check-cards to behind the next week's guide-card.

435 Display

If any sheet in any of the periodical registered is loose fix it up The Laws of Library Science require that all the periodicals should be promptly registered and displayed for the use of the public It adds to cleanliness and strength without making away the distinctive look of each periodical if it is encased in a plastic cover which is now available in all suitable sizes Messrs. Libraco Company of England and Messrs. Library Service of the United States. Arrange the periodical in the classified order Take them to the display-table In the case of each take out the

preceding number lying on it and insert the current one All the older numbers collected in this way should be distributed in the loose-numbers-shelf in the periodical reading room itself so that they may be readily available for consultation

436 ROUNDING OFF

4361 Cumulation

As soon as the title page and index are received for a volume of a periodical register it collect together all the issues covered by the title page and index collate them and bundle them up At the end of the week transmit all the cumulated volumes for accessioning and cataloguing.

4362 Faulty Cases

All faulty cases due to wrong delivery defect found in cumulation duplication and all other cases should be attended to each week

4363 Payment of Subscription

Every week collect the bills received for payment of periodicals. For each bill examine the register card See if the subscription has not been paid already See also if the claim is for the correct amount Certify in the bill that the amount may be paid. It will be good to have a rubber stamp for it with the headings (1) Volume last paid (2) Date of last payment (3) Amount of last payment (4) Volume for which claim (5) Amount claimed and (6) Explanation of discrepancy if any As soon as payment is sanctioned note on the register-card the voucher number and its date

4364 Accessioning

As soon as a cumulated volume is accessioned note the accession number in the registration card against the number of volume

4365 Cumulative Index

Scan through the pages of the periodicals that are received for announcement of cumulative index. If any such index is announced take steps to order for it.

4366 Loose Numbers

Lending of loose numbers of periodicals or news papers is not generally allowed in public libraries. However we have found a tendency in the libraries of many of the developed countries to lend out current volumes of periodicals after they had been on the display-table for at least one week in the case of week lies and for one month in the case of monthlies and periodicals of longer periodicity

437 Forms and Registers

C32. *Renewal order card* Printed. 8 point type Bristol board. White. The text of the form is as follows —

Reference This office standing order No. dated Kindly renew on behalf of the Library the subscription to for volume/year and send your bill in duplicate for payment as usual.

C331 *Register-card* Printed 6 point type Bristol board. White. 4 lines in the front page and 14 lines in the back. Gilt cases black border. The text is as follows. Back side column headings only

Title				Payment	
Vendor				Vol or year	Voucher No and date
Cl. No	Period	Order No. and dat			
				Ann Subs.	
Vol and No.	Date of pub	Date of rect.	Vol. and No	Date of pub	Date of rect.

C332. *Check card.* Printed. 6 point type. Bristol board, White. 14 lines on each side Gilt cases, black border The column headings are as shown below—

Heading Period

Vol and No.	Date of Rem	L's Initials	Vol and No.	Date of Rem	L's Initials	Vol and No.	Date of Rem.	L's Initials	Vol. and No	Date of Rem.	L's Initials

C34. *Binding peculiarities slip.* Manuscript. Ledger paper White The row headings in the form are as follows —

1 Title
2 Volume number
3. Year
4 Class number
5. Covering material
6 Clubbing or splitting peculiarities, if any
7 Assembling peculiarities, if any

C361 I C I Reminder card Printed 8 point type Bristol board White The text of the form is as follows —

I have to inform you that the Title Page, Contents and Index to Vol of the have not yet been received here Kindly despatch them at an early date

C362. Non-supply card Printed 8 point type Bristol board White The text of the form is as follows —

I have to inform you that No of Vol. of the was the last part received Kindly bring the supply up to date and send the future parts as issued.

C363. Gap-in-supply card Printed. 8 point type Bristol board. White The text of the form is as follows —

I have to inform you that No of Vol. of the has not yet been received though a subsequent part is to hand. Kindly fill up the gap in supply at an early date

Q32. Standing order form. Stencil. 21 lb print ing paper White. The text of the form is as follows —

Subject Periodical publication-order

Please supply to this library the undermentioned periodical publication. The supply is to begin from the first issue of Vol. Year Each issue is to be supplied promptly as and when published. The title page, contents and index relating to each completed volume should be supplied as soon as they are published.

The non-receipt of an issue, if any will be notified either immediately on receipt of the later issue or within three months after its due date, when it is known to us.

The cost of a volume is to be recovered by sending a bill in duplicate in advance after the completion of the volume and the supply of the title page contents and index

This may be treated as a standing order until counter manded

S32. *Weekly diary* It should have the following headings —

11 to 22 Same as for S25 of book order section
31 Order cards checked
32 Orders issued
4 Volumes made up
45 Binding slips written
46 Accession cards written
47 Made up volumes transmitted
48 Accession numbers noted
5. Cumulative indexes ordered

53 Cumulative indexes received

7 Bills passed

532 *Daily receipt diary* It is to show the number of periodical publications received from day to day Its headings must consist of the symbols for the main divisions of classification system used or some suitable modification of them.

438 Files

Name	Class Number		Filing characteristic
Standing vendors	31 (Subject device)		Vendor
Sources enquiries and quotations	32	do	Title
Indent	33	do	do
Current periodicals	34	do	do
Finance	36	do	Correspondent
Back volumes	37	do	Title
Outward enquiries	391	do	Correspondent
Inward equiries	392	do	do

The files are to be transferred to the record sequence one year after it is closed. The records may be destroyed after five years.

44 Accessioning

Every volume to be included in the stock of the library must receive a serial number called Accession Number Donated books must receive a Donation Number in addition to the accession number Cumulated volumes of periodicals should also receive accession numbers and if necessary also donation numbers, if the volume is to be bound and preserved in the library

441 Accession Number

As soon as the classification and cataloguing of books and completed volumes of periodicals to be preserved are finished, arrange the purchased books in the

order in which they are entered in their related bills and the periodicals and the donated books in the order of their call numbers. Use the order cards of the purchased books as their accession cards. Write green and *red accession cards for donated books and for periodical* publications respectively Arrange also the related shelf register cards, the accession cards and the catalogue cards in an exactly parallel order Look up the accession cabinet for the last accession and donation numbers which had been already given Starting with the next numbers assign the accession number and donation number if warranted in correct numerical order to each of the shelf register cards the accession cards and the main catalogue cards.

442 NUMBERING THE BOOKS

Then copy the class number book number accession number and also the donation number in the case of gifted books one below the other on the back of the title-page of each book. The sequence symbol also should be written. The class number should begin just half an inch below the central line of the back of the title page If that place happens to be printed over tart it as near that place as possible. If the book has no title-page write these numbers on the top of the first *page leaving space for at least two lines between the* top-edge of the book and the call number Write these numbers also at a certain other conventional place in the book say the bottom of page 50

443 PASSING OF BILL

As soon as the writing of the numbers of the purchased books is over write the accession number against the respective items in the bills for the purchased book. Strike off the item not supplied or rejected and make the consequential changes in the total amount of the bills. Then pass the bills for payment with the remarks Brought into stock register Bill may be paid"

444 Accession Register

On receiving accession numbers, the order cards attain the status of accession cards File all the accession cards in the order of their accession numbers in the accession cabinet This must be kept under lock and key as these cards constitute the basic record of the books in the library giving, as it were a complete history of the respective books.

Further details of this routine and the complications which may arise are discussed in chapter 4 of our *Library administration*

447 Diary

841 *Accession diary (weekly)* to show the numbers of volumes accessioned Column headings should be —

Accessioned Books	Donated	Purchased	Periodicals

45 Preparation of the Books

After accessioning is over further routine should be gone through before the books can be released for use

451 Easing

The books themselves should be prepared. Ease the back by opening the book somewhere in the middle placing it on a flat table and gently running the thumb from the top to the bottom along the inner margin working your way through the book to the two covers turning a few leaves at a time and simultaneously pressing As the glue at the back of the volume is likely to have hardened this easing work has to be done in a very careful and gentle way so that the back of the book does not break

4511 Cutting Open

Cut open the pages with a cutting bone and not with a finger or a pencil as the latter will fray the edges

and even damage the text in books with narrow margins.

452 Stamping

Then put the library stamp without disfiguring printed matter in certain conventional pages such as the lower half of the half-title page the lower half of the back of title-page, the top of the first chapter the bottom of the earliest chapter that ends after the fiftieth page the bottom of the last page each map plate etc. and so on

453 Tagging

After the stamping is over stick a tag on the back (spine) of the volume If there is a jacket, remove it temporarily for this purpose and replace it after the tagging is over Apply tag exactly one inch above the bottom of the book. It will be convenient to have a piece of metal half an inch wide and bent at righ angles with each of the arms exactly one inch long to mark the position for applying the tag

If the volume is too thin to have the tag on its spine fix it on the front cover close to the spine adja cent to the position it should have occupied on the back. Write the call number on the tag

454 Date Labelling

As soon as tagging is over fix the date label to the volume The date-label is to be gummed only at the top and bottom corner of the left edge and it is to be fixed on the very first page after the cover whether that page is an end-paper half-title page or even the first page of the text. Then write the book-ticket and insert it into the pocket at the bottom of the date label Enter the call number accession number and the date of release on the date-label Now the book is ready to reach its destiny—which is reader's hand—and to rest on the shelves of the library when not solicited by readers

455 Classification and Cataloguing

As it has been already stated in sections 125 and 41 classification and cataloguing is done even before the book is accessioned. Therefore the above-mentioned preparation work will naturally be done only after the classification and cataloguing of the book. This should be done on a weekly basis like most other work in a library. Every attempt should be made to round off the week's work without any arrears.

This work will require constant use of the library catalogue. It is therefore necessary that in addition to the catalogue in card for public use there should be a copy of it in slips for office use.

1 50 Process Slip

Insert in each volume a process slip, i.e. a slip 5" x 3"—even a waste slip with one side blank will do. On this slip various notes regarding the volume should be entered. Ultimately this process slip will have to be used for preparing the monthly statement of amendments to the Classification Code and Cataloguing Code and destroyed thereafter. Draw a vertical line dividing the length of the slip exactly into two parts. Reserve the left hand side for noting cross references. Divide the right hand half into four compartments by three horizontal lines. Use the first compartment to indicate class index entries not requiring consolidation, the second to indicate cross reference index entries, the third to indicate topical index entries and the fourth to indicate such of the series index entries or other book index entries or main entries or class index entries, as require consolidation of cards.* Any further notes which arise in the course of classification and cataloguing should be entered in this slip.

*Cf. Ranganathan (S R.) Classified catalogue code (Madras Library Association Publication Series, 4) 1934. Rule 18 and its sub-divisions.

4551 Classification—Routine

Sort the volumes to be accessioned in the week rapidly by their main classes. Then decide the class number of the books one by one. If any volume is elusive and requires detailed study or appears to call for the creation of a new class put it aside temporarily in the group of deferred volumes. For normal books fix the call number and write it at the leading line of the process slip. Add the appropriate sequence number wherever necessary. By examining the main slip in the office-copy of the catalogue, see that the class number you give is consistent with the old placings. If there is any catalogue slip in the same ultimate class and with the same book number as the volume on hand, add the appropriate digit as the accession parts of the book number. In cases of doubt compare the old books with the new ones. Note down on the process slip notes for cataloguing work. As soon as each volume is thus treated pass it on with the process slip for cataloguing.

After all the normal volumes are dealt with take up the more difficult volumes and proceed with them when the catalogue cards of the other volumes are being written.

45511 Amendments Noting

If any addition or amendment is made either to the rules or the schedules in the classification code, note them down in the official interleaved copy of the classification code.

45512 Source Slips

If any source outside the volume classified and outside the common reference books is used in fixing the class number note it down with details on a source slip 5" x 3". The source slip should contain in successive sections the call number of the volume classified, the call number of the source, the heading of the source, its short title and the exact page reference.

All such source-slips should be filed away in a classified order in the source-slips tray

4552 Cataloguing—Routine

Sort out the classified volumes according to their cataloguing difficulties. The following groups may arise—

1 *Fresh cards group* consisting of volumes which are in familiar languages and whose process slips do not indicate consolidation of cards

2 *Consolidation group consisting of volumes* which are in familiar languages and whose process slips indicate consolidation of cards and periodical publications

3 *Linguistic fresh card group* consisting of volumes in unfamiliar languages which do not require consolidation of catalogue cards.

4 *Linguistic consolidation group* consisting of volumes in unfamiliar languages which require consolidation of catalogue cards; and

Refractory group consisting of volumes of unusual cataloguing peculiarities

Deal with the first four groups first so that the maximum number of volumes can be pushed forward without any delay

45521 *Amendments Noting*

If any amendment in the Cataloguing Code is arrived at in the course of the week, note them down in the official interleaved copy of the Catalogue Code

45522 *Sources Noting*

If the data for cataloguing has been taken from any source outside the book prepare a source slip and file it in the source slip tray mentioned in 4551 2.

4553 Checking Work

All the class numbers and cataloguing entries must be carefully checked preferably by a second person and if no second person is available by the same person at a later time

4554 Typing

If the catalogue cards are handwritten, get the slips for the catalogue for office use copied out from them by typing If the catalogue cards themselves are typewritten, the slips for the office copy may be carbon copies

4555 Insertion Work

After all the volumes are completed and accession numbers are written in the main cards and the shelf cards sort out all the catalogue cards according to the nature of their entries and insert them in the cabinets containing the public catalogue. Do similarly for the slips forming the catalogue for office use The filing of the shelf-cards is described in section 46.

45551 *Guide-Cards*

It will be a good practice to review the guide cards in the cabinets of the public catalogue once in a year New guide-cards might be necessary or experience might have suggested changes in the existing guide-cards.

456 CORRECTION WORK

All the old volumes set aside for correction of class number or catalogue entries should be dealt with similarly

457 FORMS AND REGISTERS

The description of catalogue cards is usually given in books on cataloguing The code numbers for the different types of cards are given here. They are all 5" x 3

C51. *White cards* for main entries and book index entries.

C52. *Mild pink cards* for cross reference entries and cross reference index entries

C53. *Guide cards.*

C54. *Black edged white cards* for class index entries.

C55. *Catalogue slips*

S52. *Volumes diary (weekly)* Its column headings are to be the symbols for the main classes or any modification of them and in addition "Total number of volumes

S53. *Cards diary (weekly)* Its headings are to be (1) Main cards (2) Cross reference cards (3) Class index cards (4) Book index cards (5) Cross reference index cards (6) Shelf register cards (7) Total number of cards (81) Number of periodical publication cards consolidated (82) Number of other cards consolidated (83) Total number of cards consolidated

S54 *Loose tion diary (weekly)* Similar to the volumes diary

458 Specification for Card Cabinet

To Hold Cards 5 x 3 inches

1 The card cabinet is to consist of two parts—(1) cabinet proper and (2) a table on which the cabinet proper rests

2. The cabinet proper is to contain 24 drawers—four columns of six drawers each.

3 The external dimensions of the cabinet proper are to be

Breadth 2 ft. 4½ inches.

Height 2 ft. 7½ inches.

Depth 1 ft. 11 inches.

22. The planks used for the two sides, top and bottom, are to be 7|8 inch thick and that used for the back 5|8 inch thick.

23. The front side of the cabinet is to be partitioned by three vertical planks 7|8 inch thick and 4 inches in breadth to secure four columns of sockets and by five horizontal planks 7|8 inch thick and 3 inches in breadth to secure six rows of sockets, to contain the drawers.

24. The front of each socket is to be connected with the back plank of the cabinet by two cross-bearers (one on the left and one on the right) 7|8 inch thick and 1 inch wide.

25 The cross-bearers are to be provided with two brass cylinders, each 9½ inches apart, over which the drawer is to slide.

2. The internal dimensions of each socket holding the drawer are to be

Breadth 6 inches

Height 4½ inches

Depth 1 ft. 10½ inches

4 Each drawer is to have the following internal dimensions—breadth 5 inches and depth 1 ft. 8 inches. The side and back planks used for the drawer are to be ½ inch thick and only 3¼ inches high The front plank of the drawer is to be 6¾ inches in breadth and 4¾ inches in height so as to cover the socket exactly The bottom of the drawer is to be fitted with two reepers of ¼ inch thickness and 1 inch breadth properly centred. A brass rod 1|6 inch in diameter is to run right through the centre of the drawer to lock up the card contents. To the rod projecting at the front plank of the drawer is to be screwed a screw knob A fly nut is to be screwed to the rod projecting at the back plank of the drawer To prevent the drawer when drawn from falling out of the socket, a self locking catch is to be fixed into the socket to the right side at a depth of 1¼ inches A notch is to be cut in the further end of the right hand side plank of the drawer

The catch is to fall in that notch and lock up the drawer automatically. On the front plank of the drawer just above the centre, a brass label holder to hold a label 1¾ inches by 1¼ inches is to be fixed. Just below the label holder a ring is to be screwed to serve the purpose of a handle to pull out the drawer. Each drawer is to be provided with an adjustable card rest (5 x 3 inches and 1 inch thick at the bottom and tapering towards the top) the cross section of which is to be a right angled triangle the hypotenuse forming the front side over which the cards should rest. The card rest is to be provided with a hole in its centre through which the central rod of the drawer is to pass. The card rest is also to be provided with a bolt so that it may be bolted to the left side plank of the drawer where holes are to be provided at intervals of 1 inch.

5. Locking arrangement of the cabinet.—The vertical plank between the first and second columns of drawers and that between the third and fourth columns are to be provided with two U shaped rings each 1 ft. 7¼ inches apart. Two brass plates 2 inches wide and 2 ft. 2½ inches long with two rectangular holes each at required intervals to take in the U rings are to be applied to the U rings to lock up the cabinet. Four locks (one to each U ring) are to be used for locking.

6. The table on which the cabinet rests is to have the following dimensions:—

Height of the table 1 ft. 10½ inches (including the top-plank).

The dimensions of the top plank are to be in breadth 3 ft. 5½ inches and in depth (the side corresponding to the depth of the cabinet) 2 ft.

Thickness of the plank 7/8 inch.

The dimensions of the frame work of the table (excluding the plank) are to be 2 ft. 4½ inches x 1 ft. 11 inches.

Legs, at the top, 3 x 3 inches

Legs, at the bottom 2¼ x 2½ inches

7 The wood used for the cabinet is to be well-seasoned teakwood

8 The contractor is to be responsible for any crack that the cabinet may develop within a year of supply

9 The cabinet is to be coated with wood oil.

10 The cabinet is to be delivered at the library free of delivery charges.

11 The metal portion of the cabinet is to be of well tempered brass.

12 The dimensions of the drawers and the sockets, and of the cabinets, as a whole, are to be quite exact so that the drawers of the cabinets may be interchanged among themselves and with the drawers of the cabinets of the specification already in the library without any difficulty whatever

46 Maintenance Work

The books should be arranged in the shelves so as to fulfil the Fourth Law of Library Science, viz., "Save the time of the reader" Reference books like encyclopaedias dictionaries, current year-books and directories and recent additions should be located in a prominent place as near the entrance as possible so that those who come for ready-reference alone may do so quickly and without disturbing the serious readers. The arrangement of the other books in the stack-room itself requires special skill The arrangement cannot be permanent in the changing library world It will have to be judiciously varied and readjusted from time to time Several factors will have to be examined from time to time for this purpose. One would very much like to have the books and periodicals arranged in the order in which the subjects occur in the schedule of classification for the mere satisfaction of having them *arranged in strict accordance with the schedule order* But the standard helpful order of the main classes

found in the schedules of classification is seldom strictly parallel to the popular order. Nor is the popular order a permanent one. It does and must change with time.

461 Formation of Sequences

Hence, the rigid arrangement by the schedule of classification only results in wasting the time and energy not only of the reading public, but also of the reference staff. In an arrangement like this a majority of readers may have to waste their time and energy in walking unnecessarily great distances to get at their books. The reference staff also are affected in the same way as their movements are dependent on the movements of the readers. It is quite necessary to break the schedule-order and judiciously re-permute the main-classes on the shelves. To give an example literature, as the most popular subject attracting the greatest number of readers may be located as near the entrance as possible, irrespective of its proper place in accordance with the schedule of classification. Other subjects may be arranged at distances from the entrance varying inversely with their popularity. Any one arrangement should not be considered as final (merely on the ground of unwillingness to undertake additional labour). Its utility must be constantly tested by experience in the light of the statistics of issue. Any reshuffling of subjects found to be necessary should be immediately carried out even at the cost of additional labour and time as the convenience of the readers is the convenience of the library.

462 Multiplication of Sequences

The sequence of books of current interest may be called the Main Sequence. There may be a second sequence consisting of periodicals and serials and a third one made of books of archaic interest and hence of comparatively infrequent demand. These may be called Secondary and Tertiary Sequences. A suitable symbol may be put above the class number of a book

in all but the main sequences to indicate the sequence to which they belong. Such a sequence symbol may not be necessary in a bound volume of periodical as its very look will show that it is a periodical.

4621 Closed Sequences

Again, certain types of books, if they are put in the way of the readers, are likely to be adversely affected by their being mal-handled by a few black sheep to such an extent that they are of no use to others who really want them. In this category we may include Fine Arts books, books full of art plates and books of pornographic interest. Such books may be kept in a non-open-access or closed sequence (not necessarily in closed shelves). By a closed sequence is meant that readers will not normally be allowed to have direct or open access to the shelves forming it, but will obtain their books in most cases by the old application slip system. This restriction may be waived in the case of certain classes of responsible readers. This closed sequence arrangement gives us control over the use of these books. Fine Arts books will be exposed to loss of plates if they are placed in the open access shelves. Similarly all pages savouring of obscenity are systematically purloined (to satisfy the morbid curiosity of the black sheep) from otherwise scientific treatises. A monumental example of this in the Madras University Library was Haylock Ellis's *Psychology of sex*. Previous to its withdrawal from circulation, it was in so much demand that it was treated as a reference book and kept on the issue counter. Every other reader would ask for "Ellis". Such books also should be taken over to the closed sequence. Such a closed sequence may be called Special Collections Sequence and their book numbers may be put between two horizontal parallel lines to indicate their location.

4622 Abnormal Size Sequence

To come to the actual arrangement of books on the shelves, it is quite necessary to see that the shelves

present an aesthetic appearance. This presentable appearance is of extreme importance in an open access library: for the first thing that creates a good impression in a reader is the trim condition of the shelves with sufficient direction guides, stack guides and shelf guides. It is a most unsightly thing in a library to see on the shelves giants, pygmies and weaklings, all in a conglomeration minus the respect due to their ordinal arrangement. Hence all volumes which on account of their size and weight, preclude easy handling should be kept in a separate sequence—this may be called Oversize Sequence and in such a manner that their potential energy is at a minimum. For example, the bottom-most plank throughout the book racks may be used for this sequence. To indicate their location their book numbers may be overlined. Pamphlets and miniature volumes may be kept in a closed sequence—this may be called Undersize Sequence and their location may be indicated similarly by the underlining of their book numbers. If this is not done, such volumes invariably get themselves squeezed and even lost, either amidst other volumes or in the pockets of the book vandals.

4623 Temporary Sequences

The above mentioned sequences by no means exhaust the sequences that should be maintained in a growing library. While these sequences are of a permanent nature, need is felt for the formation of certain temporary sequences.

4621 Correction Sequence

If the library makes any attempt whatever to keep itself abreast of the times there will be constant need to revise the class numbers assigned to the books in stock, in the light of the experience gained in serving the books to the readers and in consequence of the realignment and reorientation of the divisions of knowledge brought about now and then in the learned world. Change in cataloguing policy which should be occasionally necessary may require the revision of

the catalogue entries of certain books. When groups of books are segregated for correction of class number or catalogue they have always a tendency to stay longer away from the stack room. Special steps have to be taken to call for them at systematic intervals. It is better to make a separate sequence of them called Correction Sequence, so that they can be constantly watched and pushed forward

4625 Binding Sequence

Another factor which calls for a temporary sequence is one of necessary occurrence in a popular library which gets its books well-used and well-thumbed. As the books get worn-out by such legitimate use it falls to the lot of the maintenance section to play the role of the family doctor to such books. At the right time the maintenance-section is to send such books to the hospital on medical leave. The process of relieving them keeping them in mind when they are patients in the bindery and reclaiming them promptly when their treatment is over is best regulated by looking upon them as forming a Temporary Sequence—the Binding Sequence Here again it is likely that more than one monthly batch will be in the hospital simultaneously The binding sequence should therefore have a number of sub-sequences It may also be wise to have their call numbers re examined and reshaped before they are sent away to the bindery as they are likely to have their call numbers marked permanently on their back in glittering letters of gold when they come back hale and healthy from their sojourn in the bindery

4626 Topical Sequence

Apart from finding for every reader his book and for every book its reader the reference section has also to satisfy the Fourth Law viz., "Save the time of the reader" In certain situations the reference section can achieve maximum result in this matter if and only if the co-operation of the maintenance-section is forthcoming

This co-operation, the maintenance-section can and should easily offer One of the vital reasons for maintaining the shelf register in cards on the basis of "one volume, one card," is the extreme mobility that it gives to the arrangement of books. The maintenance section should exploit this mobility for the benefit of the readers by freely forming Special Temporary Sequences to meet the special demands that may arise from time to time. A few concrete examples will make this clear When a special course of lectures on educational experiments was being delivered to a large class of teachers, the syllabus of the lectures was perused in advance and in consultation with the lecturer all the books in the library that had a bearing on the course of lectures were assembled together and put in a special cupboard as a special temporary sequence dubbed Educational Experiments Lecture Sequence The Principle of Parallel Movement enabled the maintenance section to form such a sequence and have easy control over it thus enabling the reference section to serve the teachers attending the lectures with the least loss of time Apart from the saving of time the psychological effect was felt to be much more vital The date on which a topical sequence may be broken up may be written on the date label and encircled

Every class of library which wants to function up will find occasion to form such Topical Sequences from time to time Local festivals, local celebrations and any other important local event will give the occasion to the library to form such temporary topical sequences. The discussion of a Bill or any momentous resolution that may come up before the legislature may prove to be an occasion to form such a temporary topical sequence The rush of enquirers and the pressure of time in a Legislative Council Library would make the work of the librarian inefficient, if not impossible if such temporary topical sequences are not intelligently sensed and formed in ad

vance and, their formation would be impossible even if they are sensed, but for the extraordinary power which is given to him by this wonderful invention by the library profession of this extremely mobile shelf register in-cards, and the equally facile Principle of Parallel Movement Perhaps, the value of the freedom to form such temporary topical sequences at pleasure will be most appreciated in business localities, whose patrons know best the value of time and indeed look upon time as money and money as time

4627 Principle of Parallel Movement

Having been obliged to disturb the schedule order and to arrange the books in so many sequences, it is a great responsibility for the shelf-section to maintain correct order in the shelves and to see that every book is in its correct place The mechanical apparatus invented by the library profession to secure this is what is known as the Shelf register It is made up of cards of standard size viz 5 x 3 inches written on the principle—one title, one card—with the call number in the leading line. These shelf register cards are kept absolutely parallel to the books on the shelves which means that they are to be arranged in an equal number of sequences. What is more except when the books leave their proper place on the shelves to get into the hands of a reader every movement of the books should be controlled and imitated by an exactly parallel movement among the shelf register cards. The discovery of this Principle of Parallel Movement has turned out to be the panacea of most of the ills in the management of the books in the library and brought in its train the inevitable genesis of the maintenance-section The shelf register cabinet is the hub of the stock in the library and correspondingly the maintenance-section is the hub of the staff of the library

463 Guides

The maintenance section should put up guide-boards to places like reading room, periodicals room,

catalogue room, stack room etc. so that readers can by themselves find their way about in the library Within the stack room itself, there should be tier guides and gangway-guides which show the subjects in the respective tiers and gangways. There should also be bay-guides in each bay showing the subjects contained in it. It has been found from experience that each bay-guide may have to be in at least six lines. All the above mentioned guides may consist of thick card boards 18" x 6 covered with white paper Each bay whose standard width is 3 feet will require two guides. The legends, which should consist of the class numbers and their equivalents in the natural language may be stencilled on these guide boards. Each shelf plank also should have shelf-guides. As the standard-length of a shelf plank is 3 feet, it is found helpful to have an average of three shelf-guides in a plank These shelf-guides may be strips 5" long ½" wide cut from white Bristol boards. Discarded catalogue-cards with one side blank may be used for cutting these strips. The shelf-guide also should give the class number and its equivalent in the natural language Since we have said that on an average there will be one shelf-guide for every linear foot of shelf plank, it is obvious that in a stack room accommodating 25 000 volumes about 3 000 shelf-guides will be needed It is not an easy matter to maintain these shelf-guides. As the books will be frequently moving forward as a result of new accessions, these shelf-guides also will have to be frequently moved forward and adjusted. This will add to the task of maintaining the shelf-guides. The best way of facilitating this work is to provide wedge-shaped grooves along the front edge of shelf plank in which the shelf-guides can be slided

1631 Adjustment of Guides

It must be a matter of prestige for the maintenance-section that no guide tells wrong tale The shelf-guides will have to be carefully watched and adjusted from time to time into their proper position.

The bay-guides may not require such frequent attention. But whenever books have to be transferred from one bay to another the bay-guides should be immediately corrected. The gangway guides and the tier-guides will not require even as much renewal as the bay-guides

4632 Reshuffling

To take away from the monotony of the appearance of shelf-arrangement to exploit the Principle of Novelty to help every book to get its reader and to keep step with the slowly changing scale of popularity of subjects with the reading public it will be desirable to reshuffle the disposition of the subjects *in the stack-room at suitable intervals. Once in five* years the whole library may have to be reshuffled. Every year some particular region may have to be reshuffled. Whenever such wholesale re-arrangement takes place, the bay-guides and the gangway-guides will have to be mostly re written.

4633 Renewal of Tags

The tags on the backs of books should be rapidly reviewed each day The entire stack-room should be covered in this way at least once in a month During this review all worn-out tags should be replaced by fresh ones and the call numbers copied on them All the newly written call numbers should be verified by somebody else or by the same person on the next day before the volumes are put back on the shelves

4634 Open Access without Guides

It is sheer callousness to adopt open access system without plenty of guides or even if they are guides, to leave the guides unchanged in an ever changing library It will be frustration to readers. It will even irritate them It will bring odium on the library staff There is no doubt that maintenance of plenty of guides in their right places will consume considerable staff-time Library authorities should

take this into account in providing staff But on the side of the staff also they should have a sense of value which is sufficiency compelling to make them feel miserable even if one guide is in the wrong place or one plank is without guides

464 New Books

The work of absorbing the accessions of the week into the stock should be done on a weekly basis. As soon as the preparation of the new volumes of the week is over sort them out according to their sequences. In each sequence arrange the volumes by their call numbers. Do similarly for their shelf-cards Tally them Books of a normal nature fit for display in the recent additions shelf should now be separated with a parallel separation of shelf-cards. These separated shelf-cards should be put in the recent additions box behind the guide "sequence 0" Take this box and the new volumes to the recent additions shelf which should be in the first row of shelves in the stack room. Pull out all the volumes corresponding to the shelf-cards behind the guide "Sequence 2" As each volume is pulled out turn its shelf card in its own *plane through a right angle so that it stands on its* shorter edge If any volume is not to be found, trace it out After all the books have been traced out, transfer the guide-card Sequence 1 to the place where the guide-card "Sequence 0" is transferring the latter to the end of the current week's cards. Put the current week's books meant for display on the recent additions shelf in the classified order

4641 Released Books

Hand over to the counter all the released books which have been bespoken Take the remaining books along with the other books of the current week and shelve them in their proper places Take out from the recent additions box the shelf-cards which are standing on their shorter edges and put them along with the shelf cards of the weeks additions which are not to be

put on the recent additions shelf. File these cards in the proper places in the shelf register cabinet.

4612 Used Books

46121 *Consulted Books*

Every hour walk round the reading room and collect the books left by readers on their respective tables after consultation. Enter the statistics in the consultation counting sheet and shelve the books in the returned books-shelf in roughly classified order. This shelf may be in the first row of shelves in the stack room.

46122 *Borrowed Books*

The books returned by members at the discharging counter should also be brought to the returned books-shelf at convenient intervals and shelved in a roughly classified order.

46123 *Replacing*

Readers should be allowed to take away for consultation or loan any books lying in the returned-books-shelves. There is nothing gained by segregating them and keeping them away from the use of readers until they go back to their permanent places in the stack room. On the other hand since the books in the replaced books-shelves will be popular ones there is every chance that many of them will go into readers' hands in the course of the day and that the books to be actually replaced will be considerably reduced in number—resulting in the saving of the time of the staff. But the volumes which stay back in the returned books-shelf should be replaced in their permanent places once in a day at an appointed hour. This hour should be the slackest hour in the library.

4613 Correction

For all the volumes which are taken out for correction work transfer the shelf-cards to behind the

correctly dated guide cards in the correction sequence. When these volumes come back after correction, shelve them in their proper places and file their shelf cards also in a parallel manner. Periodically the shelf cards in the correction sequence should be checked and steps should be taken to round off the work without undue delay.

465 Rectification and Verification

In an open access library readers are never allowed to replace books on the shelves. They have freedom only to pick out books from the shelves. In spite of this convention, books do get mixed up as a result of the reader's browsing round the stack room. Even apart from criminally minded people deliberately putting a book in quite a distant place, the unintended misplacements within the same shelf planks would in the long run mount up to very near chaos. Unless the books are put back in proper order periodically readers will be put to much difficulty nor can the library staff find books easily. The process of restoring order among the books is called Shelf Rectification. There is also need for periodical Stock Verification. This is normally done once in a year. This practice usually involves much disturbance in the rythm of the work of the library. Some libraries go to the criminal extent of closing down to the public for the period of stock verification. This practice violates all the laws of Library Science. The necessary shelf-rectification and stock verification can be combined into a single process. In other words stock verification will be automatically done not merely once in a year but even more than once if shelf rectification is properly designed and correctly carried out.

4651 Cycle for Shelf Rectification

All the regions of a library may not be equally prone to disturbance by readers. The main sequence will be the most disturbed. The closed sequence will not be disturbed at all. The secondary and the tertiary

sequences will be disturbed much less than the main sequence. It is desirable that shelf-rectification should be done in the main sequence at lea t once in a month. That for the secondary sequence may perhaps be done once in six months. It may be enough to attend to the other sequences once in a year. However the frequency of periodical dusting and cleaning of these four sequences should be in just the reverse order. This is because in the main sequence the books are constantly disturbed by the readers themselves and dust and insects cannot therefore accumulate very much. But in the other sequences they will accumulate.

1652 Daily Quota

The daily quota of the region for shelf rectification can be arrived at by taking the total length of shelving to be rectified and the period in which it should be done. Each day take out the shelf register trays for the day's quota. As far as possible make the end points of the quota the end points of convenient subjects. The rectification-work should be done by two people.

16521 *Checking with the Charged Tray*

One of the persons should read out, from the charged tray at the counter, the call numbers of all the book-cards lying within the range of the day's quota. As each call number is read out the second person should turn its shelf-card through a right angle in its own plane so as to stand on its shorter edge.

16522 *Other Preliminary Checking*

Do similarly for all the books of the concerned region lying in the bespoken sequence or among the books returned or being consulted by readers.

16523 *Final Checking*

Then take the trays to the region of the stack room to be checked. One person should go on read

ing the call numbers of the books on the shelves. The other person should go on looking up and pushing towards himself the corresponding shelf register cards. If any shelf register card standing on its shorter edge intervenes, it must be turned down to its normal position. If the book corresponding to any shelf-card lying in the normal position is not read out by the man at the shelf that shelf-card should be turned so as to stand on the shorter edge. The result will be that at *any moment the cards that stand on the shorter edge in the checked region* will be those of untraced books. On the other hand the cards which stand on the shorter edge in the unchecked region will be those of traced books. As the checking proceeds, misplaced books will happen to be read out by the man at the shelf. It may happen that the card of a misplaced book is found standing on its shorter edge in the checked region. It may then be restored to its normal state of standing on the longer edge. It may also happen that the shelf-card of a misplaced book is in the unchecked region of the tray. If so ask the man at *the shelf to* shelve the book at the proper place. If any reader takes away a book of the unchecked region of the day's quota before he leaves the region, the shelf-card of the book may be turned so as to stand on its shorter edge. Thus there will be no obstruction whatever for readers to use any book they like when the shelf rectification *cum* stock verification is *proceeding*. As soon as the *checking* of the *day's* quota is over enter in the investigation note book the details of the cards which stand vertically on their shorter edges and then restore the cards to their normal position. Insert the shelf register tray in its proper place.

46524 *Untraced Books*

Investigate the items untraced with the aid of the investigation note book. As each item is traced restore it to its proper place and strike out the entry in the investigation note book. The items that do not

yet traced out within the year should be taken as lost books.

46525 *Speed of Rectification*

Experience had shown that the classification scheme that is used is an individualising one like the Colon Classification in which the book number is designed in an organic relation to the class number it is sufficient if the book number alone is read out All that is need ed is to have an occasional check up by reading the whole class number Even the occasions for it are automatically indicated when some difficulty arises. The number for the book numbers on the backs of books alone to be strictly parallel to the book numbers in the shelf-cards without the class numbers also being strictly parallel, is negligibly small. This makes shelf rectification expeditious. Nearly a thousand volumes can be done in an hour This means that by doing shelf rectification work for one hour a day a cycle of 25 000 volumes can be checked in a month The main sequence in most of the public libraries is not likely to exceed 25 000 volumes.

4653 Policy

We have few public libraries in the country today Even the number of institutional libraries is small Even in the few which exist, the library is looked upon as a treasure-trove rather than a work place. When books were manuscripts or had scarcity value they were even locked up in chains. If a chained book was lost easily the jailor librarian was held responsible for the loss. The practice of making the librarian pay for lost books is thus centuries old The books lost their scar city value only recently The shifting of emphasis, from preserving without loss to promoting use even at the risk of loss is coming in library-outlook only very recently in any part of the world. We are therefore passing through a transition period. Clever unscrupul ous people are taking advantage of this situation. Much fuss is being made of stock verification. This is used as an opportunity for harassing and humiliating

librarians. This also proves to be a convenient handle for wreaking political, personal and other extra mural vengeance. When the whole matter is thus passed on to the hands for wreaking political personal and other extra mural of politicians, members in the library profession themselves get demoralised and act as their accomplices. The parasites who live on the profession rather than live for it thrive and arrest the development of library service in the country. All this must go. A new policy must be adopted. Our public libraries, which are yet to be established, should straight away adopt the latest healthy tradition in the matter of stock verification—indeed in regard to the very purpose of public library system. That purpose is no longer to be the preservation of every scrap of paper which blows into the library—of every copy of cheap printed books even after it is worn out by use. The purpose is to get books as widely used as possible and even to take reasonable risks in this matter.

4654 Inevitable Loss

Even with the best of safeguards, the most human treatment possible and vigilance of a high order there will be some loss. The authorities of the library should be prepared for it. In British libraries loss of one book for an issue of 1,000 volumes is considered tolerable. Mr. W. C. Berwick Sayers, for a long time Chief Librarian of the Croydon Public Libraries, has written to us as follows on this question:

> "One book for an issue of a thousand volumes is, as you say, probably a tolerable loss. (I have just discovered by a count of our shelves that in sixty years we have lost 37,000 volumes; in this time we have issued 56 million books.) I should say this was about as low a loss as one could expect in a well managed library and that in a library where there are students who very much covet certain books some of the moral questions you mention may be involved. But I like your idea of the library as a social institution in which the risk of loss should be undertaken if thereby your "first law" of library science can be completely realised."

It must be remembered in this connection that during some part of the 60 years which had been taken into account by Mr Sayers, the library had been without open access The fact is that loss from miscreants will take place and does take place even in libraries which have no open access. The American libraries are prepared to face even a higher percentage of loss. Modern library policy is based on the following considerations —

1 Such a rate of loss is considered as a fair price for the enormous increase in the use of books which open access invariably stimulates

2. Even on socio-legal-grounds they argue that it is unjust to penalize the honest folk of the community and deny them the immense benefit of open access simply because there are a few criminals in the community who could neither be detected nor prevented from their mischief.

3 On purely sociological ground, they argue that the patrons of a library are only a random sample of the community Until the community as a whole is absolutely purified the community will have to face the consequences of its possessing criminal minded members. It does so in all spheres of activities. It cannot hold a contrary attitude in the sphere of library service

4 If we remember that safeguarded open access system will not give open access to rare and valuable and irreplaceable book loss will be most incident only in the case of ordinary books. These books are not eternal entities by any means. Hardly any of these books will be physically fit for use after being circulated about a hundred times which means for about two years. By that time many books may also be out moded in their thought content If a book has served well at least

for two or three years, it becomes fit for withdrawal from circulation. The old Victorian notion that every scrap of paper once accessioned in a library should be preserved permanently and for ever is derived from a sense of property in books which originated in the medieval age when a book often meant a unique manuscript of considerable money value also. Today the printed books do not have that money value they are not unique in fact, they grow out-of-date in their thought content and are replaced by more up-to-date books from time to time. The library authorities in the West argue that it is wrong to continue in these days of cheap rapid and plentiful printing, attitudes that were necessary in the centuries prior to the invention of printing.

5 Another ground on which open access is practised in Western libraries and in some of the libraries of India also is based on the view that the library is a social institution. It is indeed a kind of social power-station where the minds of the members of the community are energised. The thought-energy which lies locked up in a potential state in books is transformed by libraries to a kinetic state in which it can stimulate the mind of a reader into helpful activity. Thus a library represents transformation of energy. There is a well known law in Thermodynamics that it is not possible to transform energy to an easily available state with cent per cent efficiency i e without some dissipation and loss. The library cannot escape this inexorable law of nature if books are to do their job for the community we must be prepared for loss due to wear and tear and to some extent due also to uncivic propensity in some of our brethren. Viewed in the larger context of ultimate

national economy—economy due to the enormous saving in men-hours which open access will effect in the getting of light relaxation by the people—the risk of loss involved in the introduction of open access is negligible.

6 The *cost of books inevitably lost in an open access library should be written off.* If the proportion of loss to the annual issue exceeds 1 to 1000 the matter should be investigated and the causes for the loss should be found out and removed. This does not mean a premium for unwariness on the part of the staff nor does this imply that we want to free librarians from any responsibility whatever. If there is reason to suspect the *bona fides* of the staff they should certainly be sent out. If there is reasonable ground to believe that the librarian is likely to thieve, there is no objection to his being treated as a thief.

4655 Open Access

It is as much an anachronism today to charge the librarian for inevitable loss as it is to deny open access and to make the reader wait on the other side of the barrier till the book could be found by an attendant and handed over to him. With or without open access, books are liable to be mutilated and lost.

46551 *Mutilation*

Let us take up mutilation first. One could mutilate a book only in privacy. Privacy every reader gets when he is reading the library book either in the reading room or in his home. Even within a reading room it is impossible to have a close watch over every reader. Open access does not add much to the opportunity to mutilate books. It would be particularly so if there is adequate reference staff who personally help each reader and incidentally deny privacy

to the reader when he is in the stack room. It is a matter of experience that mutilation in an open access system is not of a higher order than in a closed system This means that denying open access is by no means a method of minimising mutilation The only method to be adopted to minimise it is to turn public opinion on the problem by contacting the clientele individual ly and occasionally collectively This method is no doubt slow in results. It requires persistence but it is a sure method At any rate mutilation can not be used as an argument against open Access.

16552 *Loss Viewed from the Side of Books*

With regard to loss, there is no denying that risk of loss does increase with open access It may reach an appalling dimension if open access is introduced rashly without safeguards. But during the last 50 years, the library profession has begun to practice safeguarded open access system with very good results. The following are the safeguards —

1 All entrance and exit to the library should be strictly through wicket gates controlled by the counter staff

2 Every other opening like windows doors and ventilaters should be fitted with weld-mesh shutters to prevent the temptation to hand out books through them

3 Rare specially valuable and out-of print books should be in a separate sequence where access is not allowed

4 Certain kind of text books and treatises which gain momentary abnormal examination value or for which there is momentary craze should also be segregated and given out only on application

5 There should be a similar segregation of pamphlets which can easily be smuggled. So much from the side of books, now we shall examine the human side

46553 *Loss Viewed from the Human Side*

Readers fall into three classes Those who ar scrupulously honest at one extreme those who are un reclaimable criminals at the other extreme and the majority who are in the borderland. The first category will not add to loss of books if open access is introduced. The second category will take their toll even without open access The problem therefore reduces itself to the large number who are neither saints nor criminals by nature The library profession has found that they can be kept on the side of honesty if the library is kept open on holidays and for long hours particularly after work hours, so that they are sure to get their reading materials whenever they are in a mood to read. Another factor which makes them true friends of the library is the provision of personal and sympathetic attention and prompt and exact service A third helpful factor is a helpful order of books on the shell with guides of all kinds—for the tier gangway bay shelf and so on. Absence of these helps usually results in deterioration of tempo leading to criminal tendencies.

Apart from this there should also be vigilance both in the stack room and at the counter The safeguards needed are

(1) Helpful classified arrangement of books
(2) Helpful guides
(3) Helpful reference service
(4) Necessary staff for vigilance
(5) Promotion of public opinion and relation
(6) Extension of library hours and working day

466 BINDING

An important part of maintenance work is to keep the books in a physically fit condition The standard of artistic binding of books for private use—which means very sparing use—is quite high. But re-inforced

library binding to stand constant wear and tear has not yet come into vogue in India. Even concepts like split boards and French joints are unknown. The necessary materials of good quality are not easily available. It is therefore necessary that the most detailed specification should be given for library binding. It would be a good policy to ask the binder to take personal instruction from the librarian. While a book like Douglas Cockerell's *Some notes on book binding* will give the necessary details, a specification for library binding is given at the end of this section for ready reference. Each library should also train some member of the staff to make petty repairs. A stitch in time saves nine as the saying goes.

4661 Damaged Books

As already stated in sections 331, 33231 and 33265, the damaged books should be picked up by the counter staff and segregated for attention. It is also desirable to walk round the stack room and pull out books which need re-binding. All the cumulated volumes of periodicals intended to be preserved will require to be bound. It is again a matter of policy whether a book should be sent to the bindery after the publisher's case is worn out or even at the beginning before it is released for circulation. We are of the opinion that the life of the book will be considerably lengthened if the latter course is adopted. If we can get books from publishers unbound in sheets it is well and good. In Norway where few publishers agree to do so we found that the Director of Libraries ruthlessly pealed off the publisher's cases as soon as the books arrived from the publishers. He even employs a fairly large staff to do this pealing work! In any case books in paper covers should not be released for use before being bound. At the same time every book may not need costly library binding. In the case of books of passing interest, particularly ordinary fiction which are printed on bad paper it may be cheaper to buy additional copies than to have them bound in the library style.

4662 Volumes for Binding

Perhaps binding work is best done on a monthly basis As soon as the quota for the month has been collected, arrange them in a classified order Take out their shelf register cards and form a binding sequence of them. Scrutinise the volume from the point of view of their binding peculiarities and form them into homogenous groups. The volumes in each group being in classified order Prepare binding slips for each of them Make an order copy for binding from out of these slips. Ask the binder to come to the library and collate all the volumes. If any volume is defective decide whether it is worth binding. If it is, note the defects in its binding slip. Hand over the volumes to the binder Keep the slips in the *binding box*

4663 Bound Volumes

Before *forwarding* begins, inspect the books in the bindery to see if the specification has been fully followed When the bound volumes come back to the library check them with the binding slips scrutinise if the tooling has been properly done insert the books in their proper places, merge the corresponding shelf cards in their proper places, and check the binder's bill with regard to style of binding and the rates claimed

4664 Specification for Reinforced Library Binding

Assembling

1 Collation. All books received by the contractor are to be examined and collated and any found to be imperfect or seriously damaged are to be returned unbound to the librarian. Torn leaves and plates are to be neatly repaired.

A periodical shall not be held to have been collated properly nor to be perfect, unless all the parts of a volume are bound in correct order of pagination and the usual title and contents pages and indexes are inserted in the proper places. Unless each imperfect and damaged book is report

ed upon to the librarian and unless the librarian has instructed the contractor to proceed with the work on such books, the bill will not be paid for any such books bound or repaired.

2. *Wrappers and advertisements* in periodicals and books are to be bound in, if the contractor is instructed to do so otherwise they are not to be bound in.

Binding

3. *Sewing* Books printed on paper of good quality are to be sewn one sheet on (except where thinness of paper makes it necessary to sew two sheets on) with unbleached thread of suitable thickness over unbleached linen tapes. Books printed on soft, spongy or brittle paper are to have the sections lined at inner and outer folds with strips of thin but tough paper before they are sewn. All sections broken at the back are to be lined with tough paper or linen strips, and where necessary neatly overcast on modern methods of cross stitching before being sewn to the tapes. The first and last sections of all books are to be enclosed at back in linen strips. All separate leaves, plates, maps, plans etc are to be mounted on guards of linen or tough thin paper and to be sewn in. Pasting on is not to be permitted. Double plates are to be guarded at the fold. *No charge is* to be made for the first dozen plates so guarded in each book For books up to post octavo (6¼" x 3 7 8) three tapes, one-quarter inch in width, are to be used For books of crown octavo (7½" x 5") four tapes, one-quarter inch in width, are to be used. For books of larger sizes the number of tapes and their width are to be increased in proportion Two of the tapes are to be placed within one inch of the head and tail of each book

Straight line machine stitching will not be accepted.

Books printed on calendared or heavily loaded art paper are to be reported to the librarian and a quotation sent to him for lining each leaf of such books with a linen hinge on a throw-op guard.

4. All folded maps and illustrations are to be mounted on jaconet or thin linen of good quality and to be charged for separately

5. *End-papers.* End-papers are to be of good tough opaque paper of approved mild colour with at least one plain white leaf between each of them and the printed matter The end-papers are to be made with strong linen or cloth joints and to be sewn on as a section.

6. *Cutting edges* Unless otherwise instructed the contractor is to cut edges of books accurately and to take care to leave margins as wide as possible. Unless other instructions are given, the edges are to be sprinkled or tinted with a colour harmonising with the colour of the materials used for covering

7 *Forwarding.* Unless otherwise directed, all books should have French joints and tight or close flexible backs with the covering material attached directly to the back. Tapes are to be firmly inserted between split boards. Books bound in quarter leather or in cloth or in buckram are to have the boards slightly rounded at corners and the covering material is to be neatly folded and not mitred.

Leathers are not to be unduly pared down or unduly stretched in covering. The covering material of back is to extend over boards to at least one-sixth of the width of the book. All books should open up freely and lie flat

8. *Lettering.* Lettering i t be impressed in best gold directly on to the material which covers the book. The lettering is to be of good size and easily readable small lettering will not be accepted except on very thin books. No extra charge will be allowed up to and including fifty letters or/and figures.

9 *Sizes.* The size of a book is to be determined by the measurement of the board, the square of which must not exceed one-eighth of an inch in books up to crown octavo, and proportionately for larger sizes. Extra charges for thickness is to be allowed only when the

thickness of the volume exceeds one half the width of its boards. No extra charge is to be made for two or more volumes bound in one, unless the thickness of such a volume exceeds one half the width of the boards. In submitting the bills for work done, the measurement of the board should be given in inches in addition to the conventional mode of specifying the size.

10 *Alternative suggestions.* When the preceding instructions are obviously inapplicable to any book or for any reason undesirable, the contractor is to submit suggestions for binding such a book with estimate of cost.

11 *General.* The whole of the work in binding is to be carried out with due regard to the fact that the books will be subjected to hard wear and tear and that the binding is to be permanent. Special instructions, if any given with reference to particular volumes sent for binding should be faithfully carried out.

Materials

12. *Thread.* To be of best unbleached linen of suitable thickness.

13. *Tapes.* To be of best unbleached linen, of close strong texture and of the specified width.

14 *Glue* To be best quality flexible glue mixed with copper sulphate to keep off insects.

15 *Boards* To be good quality mill boards.

16 *Leathers* The contractor must guarantee or undertake to produce, when required, the guarantee of the firm supplying the leather that all skins used (1) have been tanned in sumach or oak bark or similar vegetable stuff., or a mixture of them (2) are free from sulphuric or other deleterious acids (3) have been dyed with colours that are fast with respect to light as well as moisture; and (4) are genuine as described.

17 *Buckram* To be linen buckram of best quality

18. *Cloth* To be good quality art canvas or imperial morocco cloth of fast colour and finish.

19 Gold. To be best English gold.

20. Styles and sizes. All combinations of the following:—

1 Style.

1 Half Morocco and calico

2. Half morocco and marble

3. Half calico and marble.

4. Full buckram

5 Half buckram and calico.

6. Half buckram and marble.

2. Height.

1 6" or less.

2. Between 6" and 8

3. Above 8"

3 Thickness.

1 Less than 48 pages

2. Between 48 and 100 pages

3. Between 100 and 500 pages

4 Above 500 pages

47 Finance and Accounts

The task of raising money investing funds managing property preparing and getting the sanctions for the budget and all other financial matters relating to a public library usually fall to the share of the Local Body which is the Local Library Authority Nevertheless there may be some amount of financial work that falls to the share of the library It will have to do initial work in the framing of the budget This will have to be done according to the standing instruction of the Local Body So also it is in regard to accounts. We shall deal here only with the work of primary book keeping which must be done by the

library staff and even here to confine ourselves only to what is distinctively of library nature. Matters relating to pay bill, permanent advance, miscellaneous receipts, etc. will be regulated by the standing orders prevailing in the Local Body

471 Double Payment

One of the dangers which must be specially watched is double payment. As books and periodicals dribble in all through the year special effort is necessary to avoid double payment. Some kind of automatic check which does not depend on memory is necessary. With regard to books control by book order-cards as described in section 425 will prove effective. If a book arrives and there is no book-order card for it, you should not improvise a card in order to accept the book. You must have complete trust in the cards-file. Card system of this kind can work only if every routine is carried out thoroughly and faithfully at every stage. If the card is not in the order tray the presumption should be that the book had already arrived and that the order card had been taken out. It might be lying in the sequence corresponding to the current week's arrival or it might have been already converted into an accession card and filed in the proper place. In the latter case the card will show the date of payment and the number of the voucher of payment. In the case of a periodical the routine suggested in section 4363 will if faithfully carried out prevent double payment.

472 Bills Register

Another danger in dealing with supplies which dribble in day after day is that certain supplies are neglected and never paid at any rate not promptly paid. The best way to control this is to have a properly designed register of bills. As soon as bills are received, couple each bill with its duplicate if any. Group the bills by the parties to whom payment should be made. Arrange the bills in each party's group by

the numbers of the order to which they relate. To make this easy the parties should be instructed never to include in any one bill supplies made relating to more than one order. Register the bills in the order in which they have been thus brought. Post the register number at the right hand top corner of the bill as well as its duplicate. Then comes the passing of the bills with reference to order-cards for books and register cards for periodicals as described in sections 423 and 4363.

473 Arrangement of the Bills

Tie together all the bills payable to one party. Verify the total of each bill. On the back of the last sheet of the bunch of bills write the total of each sheet in successive order and total up the figures. Get the posting of the figures and the grand total verified by another person or by yourself at some later time. This must be done both for the original and for the duplicate copy of the bills. If a bill has no duplicate, the duplicate copy must be prepared. Put the pay order stamp in a convenient place on the last sheet of the bunch of bills. Also at the bottom of each sheet of the bunch put the stamp "Included in voucher number ." Write the amount in words in the imprint of the pay order stamp. Write the pay order inclusive of remittance charges, if any, at the end of the office copy of the bill. Arrange the bunches in a convenient order according to the nature and amount of payments.

474 Voucher

Enter each bunch in a separate line of the register of payments in serial order. The serial number which it gets in the register of payments is called voucher number. Write the voucher-number in the fair copy as well as the office copy of each bunch of the bills and also at the bottom of each sheet in a bunch. Then the voucher is ready for payment. The voucher number begins with "1" at the beginning of each financial year.

475 Posting of Voucher Number

It is at this stage that the voucher numbers should be posted in all the accession cards of the books and the register cards of the periodicals concerned

476 Allocation Register

It will be necessary to watch the progress of payment for books and periodicals so that the amount allocated for each subject is not exceeded This is controlled by allocating the amount of each voucher to the different subjects under the heads "books" and periodicals" in a special allocation register

477 Forms and Registers

S9771. *Bills Register* Printed. 10 point type. 21 lb printing paper White Bound book. Folio pagination. 50 lines per page. The text above the column headings and the column headings are to be:—

(*Name of library*) Register of Bills Received in

Register No of Bill (½") Date of receipt of Bill (½") Outside date (½") Outside number (½") From whom (2") Purport—Books or Periodicals and main class symbols (1½") Amount (1") initials (½") Amount (1") Draft requisition date initials (½") Script No and Date (1) Script received date initials (½") P O M O No. (½) Despatch date initials (½) Acknowledgement reminder date initials (½") Acknowledgement receipt date initials (½") Acknowledgement filing initials (½") Remarks

S9774 *Payments Register* (Books and Periodicals) Printed 10 point type Ledger paper White. Bound book Folio pagination 20 lines per page The text above the column headings and the column headings are to be as follows —

(*Name of the library*) Payment Register—Books and periodicals (Year) Date (½) Voucher No (½")

Bill No (½") Bill date (½") Party and place (3) Books (2") Periodicals (2") Subject symbol (3") Remarks.

BY716. *Allocation Register* Printed 10 point type. 21 lb printing paper White. Bound book Folio pagination. 30 lines per page The text above the column headings and the column headings are to be:—

(*Name of library*) Allocation Register (Year)

Month and week (½) Voucher No. (½") Different currencies in which payment is claimed (1" for each currency) Different currencies in which payment is claimed for periodicals (1" for each periodical) Total (1" for each currency) Remarks.

There should be one folio page for each subject and the page allotment should be written next to the name of the subject.

48 Files

The call numbers for files of various kinds have been given in section 38 of Chapter 3 and at the end of sections whose numbers end with 8 in Chapter 4. These numbers are the same as those given in our *Library administration*. Wherever subject device is added after a file number the file number should be amplified by the class number for the subject concerned. For example 23 is the number for order files. 23R will be the number for order files relating to books in Philosophy. Similarly 31 is the class number for files relating to current periodicals. 31R will be the number for files relating to current periodicals in Philosophy. 21 is the number for files on standing vendors. 23P15 will be the number for files on standing vendors for Sanskrit Books. A full account of the theory of filing will be found in section 08 of our *Library administration*.

CHAPTER 5

Classification

Section 51 gives the class numbers by the Colon and Decimal Schemes for some of the subjects which are likely to recur in public libraries To classify other subjects use must be made of *Colon classification* edn 3 1950 (Rs 12) or *Decimal classification* edn. 15 1050 (Rs 75) according to the scheme adopted

Section 52 gives the schedules of common subdivisions in both the schemes

Sections 53 to 55 give extracts from the schedules of geographical areas, languages and chronological division.

Section 56 is on book numbers

Section 57 illustrates the use of the above schedules

51 Class Numbers

C. C. Number	Subject	D. C. Number
	Generalia	000
	Bibliography	01
	Library Science	02
	Administration	025
51	Classification	025 1
55	Cataloguing	025 3
	Circulation work	025.6
	Reference service	025 5
1	National library	027 5
	Public library	0 7 4
1	Rural library	027 4224
3	City library	027 4 12
1	Children s library	027.625
4	Hospital library	027 662
	Encyclopaedia	03
	Institution	06
	Periodical	05
	Exhibition	007 53
	Museum	069
	Biography	92
	Year book	
	Work	
	Science (General)	**5**
	Mathematics	**51**
1	Arithmetic	511
2	Algebra	512
3	Analysis	
32	Calculus	51
321	Differential	517 2

C. C. Number	Subject	D. C. Number
B325	Integral	517 3
B5	Trigonometry	514
B52	Plane	514 5
B6	Geometry	
B6 5	Descriptive	515
B6m	Pure	513
B6 8	Mensuration	511 8
B62	Plane	5 3 1
B62	Analytical	516
B622	Curves	
B62c	Analytical	516 2
B622b	Pure	513
B7	**Mechanics**	**531**
B71	Solid	
B71 2	Dynamics	531 3
B71 3	Statics	531 2
B75	Liquid	532
B73	Hydrodynamics	532 5
B73 3	Hydrostatistics	532
B9	**Astronomy**	**52**
B9	Chronology	529
B9.17	Calendar	528
B9 8	Era	5 9.2
B9 8	Cosmogony	523 1
B91	Earth	
B92	Moon	523 3
B93	Sun	523.2
B94	Planet	523 7
B95	Meteor and comet	523 5 and 523 6
B97	Star	523.8

C. C. Number	Subject	D. C. Number
C	**Physics**	53
C78	Practical	530·763
C2	Properties of matter	539
C21	Solid	539·2
C216	Crystal	548·2
C25	Liquid	532·1
C25.61	Capillarity	532·6
C25:62	Surface tension	532 6
C25:63	Viscosity	532 1
C28	Gas	533
C28·6	Vacuum	
C3	Sound	534
C4	Heat	536
C5	Radiation	535
C5.3	Spectroscopy	535 84
C51	Light	535
C52	Ultra violet ray	535 6
C53	X-ray	537 53
C56	Infra red ray	535.6
C57	Hertzian Waves	
C6	Electricity	537
C62	Current	537 5
C63	Statical	537.2
[illegible]	Magnetism	538
[illegible]	Kinetic theory	533 7
CM9	Electron theory	541 2
CN	Quantum theory	530 1
CN6	Relativity	530 1
D	**Engineering**	62
D1	Building	
D2	Irrigation	626 8
D3	Mining	622
D4	Transport (track)	625
D411	Highway	625 7
D415	Railroad	625.1
D428	Harbour	627 2
D5	Transport (vehicle)	629
D5121	Cart	
D5185	Cycle	629.2272
D513	Motor	629 2
D515	Railway carriage	699
D525	Ship	623 813
D525	Submarine	623.825
D53	Air vehicle	629 133
D531	Dirigible	629 1332
D535	Aeroplane	629 1334
D6	**Mechanical Engineering**	621
D6:6	Machinery	
D6:7	General machinery	
D6:71	Lift	621.87774
D6 711	Jack derrick	621.878
D6:712	Elevator	621.877
D6:72	Hoisting	621.862
D:73	Conveying	621·867
D6 74	Pressing	
D6 8	Workshop	621 9
D6·81	Planing	621 91
D6:811	Planer	621 91
D6·812	Shaper	621 912
D6·813	Slotting	621·912
D6·814	Grooving	621 91
D6:82	Turning	621·94
D6:821	Lathe	621 942
D6·824	Screw cutting	621 [illegible]
D6.825	Milling	621 91
D6·831	Saw	621·93
D6.835	Shear	621·97
D6 84	Perforating	621·95
D6:841	Punching	621·96
D6 8418	Multiple punching	
D6 845	Drilling	621·952
D6.851	Filing	621 92
D6·852	Emery wheel	621 923
D6:853	Grind stone	621 921
D6:854	Abrasive	621 92
D6.86	Bending and straightening	621·98
D6:87	Hammer	621 97
D6 88	Crushing	621·92
D6·9	Others (by Subject Device)	
D6 9D2	Excavating	621 8
D6,9D8	Pumping	621·64
D6·9M14	Printing	681 62
D6:9M7	Textile	677 [illegible]
D6:9MC4	Refrigerating	621 56
D6.9MJ38	Flouring	621 92
D6 9MJ 381	Rice husking	631·3613
D62	Principles of mechanism and special devices	621·8
D621	Shafting	621 823
D6211	Shaft	
D62115	Flexible Shaft	621·8235
D6212	Bearing	621 822
D62121	Journal bearing	621 821
D62122	Pillow block hanger bracket	621·822
D6213	Pivot bearing	621·822
D6214	Collar bearing	621 822
D6215	Ball and roller bearing	621 822
D622	Belt gearing	621 852
D6221	Pulley	621·856
D6222	Belting	621 852
D6223	Belt shifter	
D6224	Rope transmission	621 853
D6225	Chain gearing	621 855
D6226	Link belting	621·854

C C Number	Subject	D C Number
3	Toothed gearing, cam	621.83
4	Screw	621.8332
5	Spring	621.82
6	Valve gear	621.84
7	Lubrication	621.89
91	Governor regulation and control	
92	Speed and revolution indicator	
95	Dynamometer	531.21
3	Hydraulic engineering	621.2
31	Water wheel	621.21
33	Piston engine	
35	Turbine	621.24
38	Pneumatic engineering	621.5
381	Windmill	621.45
385	Turbine	
39	Compressed air	621.42
4	Heat engine	621.4
42	Steam engine	621.1
43	Piston engine	621.652
45	Turbine	621.165
46	Internal combustion engine	621.4
465	Oil engine	621.4342
466	Diesel engine	621.436
467	Gas engine	621.4341
468	Hot air engine	621.41
5	Electrical engineering	621.3
6 5	Illumination	621.32
63	Direct current	621.3132
64	Alternating current	621.3133
65	Weak current	621.38
651 47	Telegraphy	621.382
65 48	Telephone	621.385
66	Wireless, high frequency	621.384
66 1 45	Television	621.388
66 1 455	Broadcasting	621.384193
	Atomic power	
8	*Municipal and sanitary engineering*	628
5	Water supply	628.1
514	Underground	628.11
5141	Well	628.11
5144	Artesian well	628.11
517	River	628.11
518	Reservoirs, tank, lake	628.13
534	Pollution	628.16

C C Number	Subject	D C Number
D8551	Mechanical treatment	628.16
D85511	Settling	628.16
D85512	Filtration	628.16
D855121	Natural	628.16
D855122	Sand	628.16
D855128	Domestic filter	
D8552	Physical treatment	628.16
D85523	Ultra-violet ray	628.16
D85526	Electrical	628.16
D8553	Chemical treatment	628.16
D856	Distribution	628.1
D8561	Pumping station	628.12
D8562	Water tower	628.13
D8564	Pipes	628.15
D85641	Main pipe	628.15
D85645	House connection	628.17
D85698	Prevention of waste	628.17
D86	Sewage	628.2
D862	House connection	628.252
D864	Sewer	628.23
D865	Pumping station	628.29
D866	Sewage disposal	628.3
D8662	Irrigation, sewage farm	628.36
D8664	Disposal into streams, etc.	628.3
D8665	Purification	628.3
D8666	Septic tank	
D88	Municipal refuse and waste	628.4
D882	House collection	628.251
D885	Street cleaning	628.46
D886	Refuse disposal	628.44
E	*Chemistry*	54
E 1	General	54
E 2	Physical	541.3
E 22	Solution	541.34
E 235	Colloid	541.3452
E 24	Thermochemistry	541.36
E 25	Photochemistry	541.35
E 26	Electrochemistry	541.37
E 1 27	Magnetochemistry	541.378
E 28	Stereochemistry	541.6
E 1 3	Analytical chemistry	543
E 4	Synthesis	543.9
E 1 5	Extraction	
E 7	Biochemistry	574.19
E 8	Manipulation	542.2
E1	Inorganic	546

C. C. Number	Subject	D. C. Number
E3	Acid	541.4
E4	Salt	541.4
E5	**Organic chemistry**	**547**
E65	Carbohydrate	547
E6592	Starch	547
E6594	Cellulose	547
E7	Aromatic compound	547 25
E9	Biosubstance	547
E92	Alkaloid	547
E92Z	Protein	547
E94	Fat	547
E95	Pigment	547
E97	Vitamin	547
E592	Enzyme	547
E896	Hormone	547
F	**Technology**	
F182	Iron	669 1
F191	Metallurgy	669
[illegible] 6	Enamel	666 2
[illegible]	Celluloid	679
	Food	664
F31	Alcohol	663 1
F347	Wine	663 2
F348	Beer	663 4
F55	Fuel	662 6
F551	Coal	662.6
F555	Petroleum	665 5
F5552	Petrol	665 5
F5591	Matches	662 5
F5594	Explosive	662
F56	Drug	615.1
F573	Artificial silk	
F58	Dye	667.2
F5595	Paint	667 6
F594	Poison	
F9491	Candle	665.1
F9496	Soap	668 1
G	**Biology**	**57**
G 14	Microscopy	578
G 2	Morphology	574 4
G 3	Physiology	574
G 33	Metabolism	574 13
G:346	Fasti g	613 24
G:374	Fatigue	612.88
G:5	Ecology	575 3
G:563	Parasitism	574 21
G:58	Migration	
G:6	Genetics	575
G-61	Heredity	575 1
G 64	Hybridisation	575.1
G.66	Evolution	5 5
G 67	Reproduction	574.16
G 7	Ontogeny	575.6
G1	Life	577 1
G11	Cell	576 3
G116	Gene	576 3
G12	Tissue	576 3
H	**Geology**	**55**
H1	Mineralogy	549
H148	Crystallography	548
H19	Precious stone	553.8
H2	Petrology	552
H3	Structural geology	551 8
H36	Mountain formation	551.43
H4	Physiography	551
H411	Volcano	55 21
H4132	Earthquake	551.22
H6	Paleontology	56
H7	Economic geology	553
H7 15	Prospecting	553
H7 155	Occurrence	553
H7 16	Genesis	553
I	**Botany**	**58**
I 12	Flora	581 9
I.1402	Indian flora	581.954
I 15		
I 18	List	
I 2	Morphology	5 1 4
I 3	Physiology	581 1
I 5	Ecology	581 5
I 67	Reproduction	581.6
I 73	Embryology	581.3
I22	Algae	589 3
I23	Fungi	589 235
I2375	Mushroom	635 8
I32	Moss	588.65
I5	Flowering plants	583
J	**Agriculture**	**63**
J 1	**Soil**	**631 4**
J 1 1	Reclamation	631.45
J 1 2	Levelling	63 51
J 1 3	Bunding	631 5
J 1 4	Ploughing	631 512
J 1 5	Crushing	631 5
J12	**Manure**	**631 8**
J 2 1	Classification	631.8
J 2.2	Gathering	63 .811
J 2 25	Composting	631 875
J 2 8	Storing	631.812
J 2 3	Applying	631.816
J 2 31	Spreading	631.816

C. C. Number	Subject	D. C. Number
J237	Plant manuring	631.816
J21	Refuse	631.84
J211	Sweepings	631.86
J212	Farmyard manure	631.86
J22	Green manure	631.874
J231	Oil cake	631.847
J232	Fish, guano	631.854
J234	Bone meal	631.852
J24	Chemical manure	631.82
J241	Potassic	631.83
J245	Nitrogenous	631.84
J246	Phosphatic	631.85

Note Each of the divisions from J 1 to J 246 may be further subdivided according to the way in which manure is operated on the analogy of the further subdivision of J 2.

Examples

C. C. Number	Subject	D. C. Number
J212: 3	Storing of farmyard manure	631.86
J22:1	Classification of green manure	631.86
J245:3	Applying of nitrogenous manure	631.86
J3	**Propagation method**	**631.53**
J31	Seed	631.531
J31:3	Sowing	631.5311
J32	Seedling	631.5471
J32:4	Planting seedling	631.536
J33	Cutting	631.535
J35	Grafting	631.541
J4	**Disease**	**632**
J:43	Flood	632.17
J:43:5	Prevention	632.17
J:43:6	Rescue	632.17
J:44	Drought	632.1
J:4123	Fungous disease	632.4
J:4123:5	Prevention	632.4
J:4123:6	Rescue	632.4
J:4K86	Insect disease	632.7
J:4K86:5	Prevention	632.7
J:4K86:6	Rescue	632.7
J5	**Crop development**	**631.54**
J151	Hoeing	631.516
J152	Water supply and drainage	631.6–631.7
J154	Temperature regulation	631.2
J156	Seasonal measure	632.12
J157	Weeding	631.515
J1591	Pruning	631.542
J1592	Mixed cropping	631.58
J1593	Crop rotation	631.582
J17	Harvesting	631.55
J1	**Gardening**	**635**
J2	**Animal food crop**	**633**
J245	Maize	633.15
J251	Grass	633.25
J25	Horse gram	633.3
J3	**Food crop**	**633**
J321	Potato	633.491
J322	Sweet potato	633.492
J324	Yam	635.23
J325	Indian kales	635.346
J326	Onion	635.25
J327	Garlic	635.262
J331	Beetroot	633.41
J333	Carrot	633.43
J341	Sugar cane	633.61
J351	Greens	635.4
J353	Cabbage	635.34
J358	Betel	633.8
J361	Cauliflower	635.35
J37	**Fruit**	**634**
J371	Apple	634.11
J372	Orange	634.31
J373	Melon	635.61
J374	Banana	634.773
J376	Grape	634.8
J377	Mango	634.441
J37B	Beans	635.65
J37J	Jack	634
J37T	Tamarind	634.461
J37Z	Nut	634.5
J38	**Cereal**	**633.1**
J381	Rice	633.18
J382	Wheat	633.11
J383	Oat	633.13
J386	Barley	633.16
J387	Millet	633.17
J388	Gram	633.65
J451	Tea	633.72
J452	Tobacco	633.71
J481	Coffee	633.73
J482	Cocoa	633.74
J453	Poppy	633.75
J611	Asafoetida	
J631	Curry leaf	633.71
J661	Cloves	633.8
J671	Chillie	6

C. C. Number	Subject	D. C. Number
J672	Cardomom	633 562
J673	Coriander	633 75
J681	Pepper	633 841
J682	Mustard	633 844
J718	Rubber	634.9865
J741	Jute	633 54
J742	Hemp	633.53
J743	Flax	633 52
J771	Cotton	633 51
J911	Turmeric	633.82
J961	Rose	633.812
J981	Groundnut	633 36
J982	Coconaut	634.61
J983	Sesame	633 85
J988	Soyabean	633 34

Note Each of th divisions from J1 to J988 may be further sub-divided on the analogy of the subdivision of bare J for soil manure etc.

Examples

J521-2 4:3	Applying chemical manure to potato	633.491
	Planting sugarcane seedling	633.61
4123	Fungous disease of apples	634 11
J377 4K86:6	Rescue of mango from insect disease	634 441
J381-43.5	Prevention of flood for rice	633.18
J961 591	Pruning of rose	633 812

In D C such subjects cannot be individualised.

JA	**Forestry**	**634 9**

Individual trees may be represented by the Alphabetical Device

K	**Zoology**	**59**
K.11	Fauna	591.9
K.12,1	Indian fauna	591 954
K.13	Description	
K.2	Morphology	591 4
K13	Physiology	591 1
K 5	Ecology	591 5
K.58	Migration	591 52
K 73	Embryology	591 3
K1	Invertebrate	592
K6	Worm	595.1
K7	Mollusc	594
K86	Insect	595.7
K9	Vertebrate	596
K92	Fish	597
K93	Amphibian	597.6
K94	Reptile	598
K96	Bird	598.2
K97	Mammal	599
L	**Medicine**	**61**
L.91	Nursing home	
L.14	Hospital	
L.15	Sanatorium	615.12
L.2	Morphology	611
L.3	Physiology	612
L 4	**Disease**	**616**
L.4.1	Nursing	610.73
L.4:2	Etiology	6 6 01
L.4.3	Diagnosis	610 75
L.4.4	Pathology ✓	610.758
L.4.5	Prevention	614.44
L.4.6	Treatment	615
L.4:62	Physical	615.83
L.4:6253	X-ray	615 84
L.4:63	Drug	615 7
L.4:6416	Fast cure	615 85
L 4:65	Hydrotherapy	615.853
L.4 66	Serumtherapy	615.37
L.4:67	Organotherapy	615 36
L.4 68	Aerotherapy	615.83
L.4 7	Surgery	617
L.4:8	Diet regulation	612.3956
L.4:91	After care	610 73
L 4:97	First-aid	614.78
L.42	Infectious disease	616 91
L.421	Tuberculosis	616.995
L.423	Poxes	616.91
L.4537	Allergy	615 37
L.4725	Cancer	616 994
L.473	Hernia	616.34
L.475	Abcess	617.23
L.491	Burns	617.11

Note Each specific disease may be further divided as L : 4

Examples

L.421 : 2	Etiology of tuberculosis	616.99501
L 4725. 6253	X ray tre t ment of cancer	616.994
L.473 7	Surgery for hernia	616.34

L.5	**Public health**	**614**
L.51	Vital statistics	614.1
L.52	State control	614.2
L.521	Habitation	613.5
L.522	Animal	614.9
L.523	Food	614.31

C. C. Number	Subject	D. C. Number
	Preventive measure	614.44
	Public hygiene	614.7
	Personal hygiene	**613**
	Residence	613.5
	Recreation	613.7
	Food	613.2
	Stimulant	613 8
	Toilet	646.7
	Clothing	646
	Sleep	613.79
	Pharmocognosy	**615**
	Pharmacology	615.1
	Pharmacopi	615.11
	Materia medica	615 1
	Pharmacy	615.4
	Physical fitness	
	Regional	
	Obesity	6 6 39
	Ear	
	Eye	
	Joint	
	Digestive system	
	Mouth	
	Teeth	
	Throat	
	Intestine	
241	Typhoid	616.927
242	Dysentry	616.935
231	Cholera	616.932
372	Hook worm	616.965
51	Constipation	616.34
52	Diarrhoea	616.34
453	Jaundice	616.36
462	Diabetes	616.63
	Circulatory system	
	Heart	
	Blood	
11	Anaemia	616 15
261	Malaria	616 936
81	Elephantiasis	616.42
4241	Plague	616.923
	Respiratory system	
41	Influenza	616.203
42	Whooping cough	616.204
	Nose	
241	Diphtheria	616 931
415	Bronchitis	616.23
53	Asthma	616.23
	Lungs	
121	Pulmonary tuberculosis	616.995
424	Pneumonia	616.241
	Genito-urinary system	
	Female genital organ	

C. C. Number	Subject	D. C. Number
L6	Ductless glands	
L62:4261	Kala-azar	
L7	Nervous system	
L7 5	Neurasthenia	616.843
L7 52	Insomnia	613 86
L71	Brain	
L71.453	Epilepsy	616.853
L72	Spinal cord	
L72:4241	Tetanus	616.854
L76:411	Paralysis	616.842
L83	Bone	
L83.463	Ricket	616.996
L87	Skin	
L91	Child medicine	618 92
L95	Women medicine	618
L95.3	Obstetrics	618 2
L95.32	Foetus	
L95 34	Abortion	618 39
L95 35	Labour	618.4
L95 4	Gynaecology	618 1
L98	Tropical medicine	
LA	**Ayurveda**	**615 89** ✓
LB	Siddha	615 89
LC	Unani	615.89
LL	Homoeopathy	615 53
LM	Naturopathy	615.85

Note: Any class from L1 to LM can be further divided as L itself

Examples

C. C. Number	Subject	D. C. Number
L44.415 3	Diagnosis of bronchitis	616.23075
LA291 453.6	Ayurvedic cure for jaundice	615 89
L95 347	Curating	618.1
M	**Useful arts**	**6**
M1	Book production	
M 3	Paper making	676
M14	Printing	655
M148	Typewriting	651 29
M15	Bindi g	655 53
M2	Journalism	070 3284
M3	Home science	64
D3.3	Cooking	641 5
M4	Smithy	
M5	Carpentry	694
M6	Glass Industry	666.1
M7	**Textile**	**677**
M7 1	Spinning	677
M7:2	W aving	
M71	Cotton	
M72	Wool	
M73	Silk	

C. C. Number	Subject	D. C. Number
M8	Tailoring	68 1
M92	Masonry	693
M95	Photography	77
M97	Leatherwork	675
MJ7	Ropemaking	677 7
MK	**Animal husbandry**	**636**
MK31	Dairy	637
MK31 71	Milk	637 1
MK31 73	Butter	637 2
MK332	Fishery	639.3
MK33	Poultry	636.5
MK442	Horse	636 1
M 54	Pet animals	636
MK541	Dog	636 7
MK542	Cat	636 8
MK611	Bee	638 1
MK771	Silkworm	638
MP	Shorthand	653
MY1	Physical training	796
MY 11	Callisthenics	796.41
MY12	Heavy exercise	796 43
MY13	Gymnastics	796 4
MY2	Athletics	796
2121	Football	796 33
2131	Tennis	796 34
2132	Badminton	796 34
MY2141	Cricket	796.358
MY22	Competitive sport	796 07
MY25	Aquatic sport	797
MY 51	Swimming	797 2
MY3	Indoor game	793
MY31	Card play	795 4
MY4	Jugglery	793 5
MY5	Animal racing	798 8
MY6	Hunting	799 2
MY7	Scouting	369 43
MY974	Stamp collection	383 22
Δ	**Spiritual experience and mysticism**	**189 5**
Δ 34	Breath control	
Δ 8	Occultism	19-3
Δ 816	Spiritualism	130 1033
Δ 86	Prophesy	133 3
Δ 862	Physiognomy	38
Δ.8627	Palmistry	33.6
Δ 86 8	Phrenology	39
Δ 864	Astrology	33-5
Δ 8692	Omen	33 334
Δ 87	Magic and witch craft	133 4
Δ 2	Hindu yoga	
Δ 22	Hatha	
Δ 23	Jnana	
Δ 24	Karma	
Δ 25	Bhakti	
Δ 26	Raja	
Δ 28	Siddha	
N	**Fine Arts**	**7**
N 1	Architecture	72
N 1 1	Town planning	711
N 2	Sculpture	73
N 3	Engraving	76
N 4	Graphic art	74
N 5	Painting	75
N 7	Dance	793
N 8	**Music**	**78**
N 82	Wind instrument	788
N 822	Flute	788.5
N 291	Harmonium	786-9
N 83	Stringed instrument	787
N 831	Veena	787.4
N 832	Violin	787 1
N 834	Piano	786.2
N 84	Percussion instrument	789.1
N 841	Drum	789
N 89	Vocal	784
N 91	Theatre	792
N 915	Cinema	
N 9153	Talkie	778.5344
N 918	Kalakshetra	
O	**Literature**	**8**

In what follows English is taken as the favoured language

C. C. Number	Subject	D. C. Number
O	**English literature**	**82**
O 1	**English poetry**	**821**
O-1K09	John Milton	821 47
O-1K08 0	Paradise lost	821 47
O-1K88	Alexander Pope	821 53
O 1M09	Alfred Tennyson	821.81
O-1L09	Elizabeth Barret Browning	821.83
O-1M12	Robert Browning	821 83
O-1M61	Rabindra Nath Tagore	821.91
O-1M841	John Drinkwater	821 91
O-1M851	Ezra Pound	82.91
O-2	**English Drama**	**822**
O 2J64	William Shakespeare	822 33

C. C. Number	Subject	D. C. Number
111]64 5	Tragedies of Shakespeare	822.33
111]64 51	Hamlet	822.33
111]64: 519	Criticism of Hamlet	822.33
111]61	Sheroidian	822.69
111]57	Bernard Shaw	822.91
111]60	James Barrie	822.91
111]09	Stephen Spender	821.91
111-3	English fiction	823
111-3]71	Walter Scott	823.73
111-3]11	William Makepeace Thackeray	823.82
111-3]12	Charles Dickens	823
111-3]20	George Eliot	823.89
111-3]29	George Meredith	823.89
111-3]40	Thomas Hardy	823.89
111-3]64	Rudyard Kipling	823.9
111-3]74	G K Chesterton	823.91
111-3]09	Stephen Spender	823.91
111-4	English essays	824
115	Sanskrit literature	891.2
115 1	Sanskrit poetry	891.21
1151D0	Kalidasa	891.21
1151P0	Jayadeva	891.21
115 2	Sanskrit drama	891.22
1152D35	Bhasa	891.22
1152D40	Kalidasa	891.22
1152D42	Dinnaga	891.22
1152D60	Harsha	891.2
1152D70	Bhavabhuti	891.2
1152D63	Murari	891.2
1152	Hindi literature	891.43
1152 1	Hindi poetry	891.43
1152,1J32	Tulsi Das	891.43

The Colon Numbers for a book in the main class Literature are to be constructed by the classifier on the above model with the aid of

(1) the language schedule given in section 54

(2) the chronological schedule given in section 55 and the following schedules of literary forms —1 Poetry 2 Drama 3 Fiction, 4 Letters, 5 Oration, 6 Prose and 7 Campu.

In the case of literature in the favoured language of the library the language number may be replaced by hyphen. The following facet formula shows the order in which the various numbers should be assembled.

O [Language number [Form number] [Author number [Work number]

The work number is got by arranging the works either in a chronological order if possible or in any other order and numbering them 1, 2, 3 ... if the number of works is less than 9 or numbering them 11, 12 ... 18, 21, 22 ... 28, 3, 31 ... if their number is greater than 8. The use of common subdivisions is explained in section 52.

C. C. Number	Subject	D. C. Number
P	*Linguistics*	4

In what follows English is taken as the favoured language.

C. C. Number		Subject	D. C. Number
P		English linguistics	42
P	D	Old English	429
P	F	Middle English	42
P	J	Modern English	42
P	J1	Modern English phonology	421
P	J2	Modern English morphology	422
P	J3	Modern English syntax	425
P	J4k	Modern English dictionary	423
P 15	A	Vedic grammar	491.2
P 15	C	Classical Sanskrit linguistics	491.2
P15	C 1	Panini	491.2
P15	C 3	Patanjali	491.2

The colon numbers for a book in the main class Linguistics are to be constructed on the above model by the classifier with the aid of the language schedule given in section 54.

C. C. Number	Subject	D. C. Number
Q	Religion	2
Q 1	Mythology	2
Q 2	Scripture	2
Q 25	Sayings	2
Q 26	Traditions	2
Q 3	Theology	2

C, C Number	Subject	D C. Number
Q·31	God	2
Q·311	Avatara	2
Q·315	Avatara	2
Q·32	Angel, devil etc.	2
Q·33	Founder of religion	2
Q·4	Religious practice	2
Q·41	Personal	2
Q·417	Namavali	2
Q·416	Sacred formulae	2
Q·4192	Ritual	
Q·4198	Pilgrimage	2
Q·42	Sacrament	2
Q·43	Holy day	2
Q·45	Public Worship	2
Q·494	Sacrifice	2
Q·496	Holywater	2
Q 6	Religious institution	2
Q 7	Religious sect	2
Q1	**Hinduism (Vedic)**	**291 1**
Q1 21	Samhita	291.1
Q1 22	Brahmana	291 1
Q1 23	Aranyaka	291 1
?:24	Upanishad	291 1
	Kalp Sutra	2) 1
	Rigv dic religion	291 1
Q11	Aitreyin	291
Q112	Kensat km	291 1
Q112 22	Sankhayana Brahmana	291
Q1	Yajurvedic religion	291 1
Q121	Black	291 1
Q 25	Taittiriya	291
Q12 24	Ekagnikanda, Mantraprasna Mantra pata	291 1
Q125 25	N rayana upanishad	29 1
Q125 26	Swetaswara	2 1 1
Q127	Madhyandina	291
Q127 22	Satapata Brahman	291 1
Q127·24	Brahadarany na upa ishad	91 1
Q12·25	Isavasya upanishad	91 1
Q13	Samavedic	291 1
Q131	Tandin	2· 1
Q131.225	Chandogy Brahman	)1
Q131 24	Chandogya up ni shad	2 1
Q132	Jaiminiya	1
Q 32 24	Kena upan shad	29 1
Q14	Atharvavedic religion	291
Q14.1	Gopatha Brahmana	291 1
Q141	Saunakiya	291 1
Q141 24	Prasna upanishad	291 1
Q141 25	Mundaka upanishad	291 1
Q141 26	Mandukya upanishad	291 1
Q2	**Hinduism (Post Vedic**	**294 5**
Q21	Smartaism	294 5
Q21 2121	Purushasuktam	294 5
Q21 22	Puranas	294 5
Q21·221	Brahma	294 5
Q21 222	Markandeya	294 5
Q21 223	Bhavishya	294 5
Q21 2 31	Bhavishyottara	294 5
Q21 2.4	Vamana	294 5
Q 1 225	Br hm anda	294.5
Q21 2251	Adhyatma Ramayana	294 5
Q 1 3252	Rama Gita	294.5
Q21 226	Yogavasishta Ramayana, Jnana vasistha	294 5
Q21 227	Ananda Ramayana	294 5
Q21 2 6	Adbuta Ramayana	294 5
Q22	***Vaishnavism***	**294 55**
Q22wx1 1	Mahipati *Bhakta vijaya*	294 55
Q22wx1.2	Mahipati *Bhakta-lilamrta*	294 55
Q22wx2	Chandrad tta *Bhak amala*	294 55
Q22 22	Vaishnav Puranas	294 55
Q 2·221	Padma	294 55
Q22·2211	Siva Gita	294.55
Q22 222	Vishnu	294 55
Q22.223	Bhagavata	294 55
Q22 224	N rada	294 55
Q 2241	Narada-upapurana	294 55
Q22 2 5	Brahma Vai artha	294 55
Q 226	Varaha	294 55
Q 2 227	Garuda	294 55
Q22 2271	Vishnu harmot tara	294 55
Q22 228	Harivamsa	294 55
Q22·229	Kalki	294.55
Q22 2292	Narasimha	294.55
Q22 2293	Bharga	294 55
Q22 41 1	Nalayira pra bandha	294 55
Q22 41 3 1	Vishnu sahasranama	294 55

C. C. Number	Subject	D. C. Number
Q23	**Saivism**	**294.55**
Q23 1	Saikkishar *Perya-puranam*	294 55
Q232121	Rudra	294 55
Q232122	Camaka	294 55
Q23121	Puranas	294 55
Q23 121	Ragu	294 55
Q23 122	Agni	294 55
Q23 123	Linga	294 55
Q23 124	Ganesa	294 55
Q232244	Ganesa Gita	294 55
Q23125	Matsya	294 55
Q23126	Skanda	294 55
Q231261	Suta Samhita	294 55
Q231262	Brahma Gita	294 55
Q23127	Kurma	294 55
Q231271	Iswara Gita	294 55
Q23128	Saura	294 55
Q231291	Siva	294 55
Q23 41721	Tevaram	294 55
Q232	Agamic Saivism	294 55
Q233	Kashmir Saivism	294 55
Q234	Virasaivism	294 55
Q24	**Ganapatyism**	**294 55**
Q25	**Saktaism**	**294 551**
Q2511	Sankaraŝa n-*daryalahe*	94 55
Q252115	Sris ktam	294 551
Q25 21 6	Durgasuktam	294 55
Q25 18	Puranas	294 551
Q25 221	Devibhaga ata	294 551
Q25 222	Brahmdharma	294 551
Q25 223	Kalika	294 55
Q25 225	Lalitopakh ana	294 551
Q25 2201	Devimahatmya	94-55
Q25 4173	Lalitasaha ras m 21	294 551
Q26	**Shanmukaism**	**294 55**
Q28	Sauraism	294 55
Q28 22	Puranas	294 55
Q28 2 1	Adit a	94 55
Q28 122	Samba	94 55
Q2693	Vik j gol w r shippers	94 53
Q3	**Jai ism**	**294 4**
Q31	Swetambar	294-4
Q3 111	Anga	294-4
Q31 112	Upanga	94 4
Q31 113	Prakirna	294 4
Q31 2 (	Mulasutr	294 4
Q33	Digambar	294-4

C. C. Number	Subject	D. C. Number
Q4	**Buddhism**	**293**
Q41	Hinayana	293-3
Q41	Tripitaka	293 3
Q42	Mahayana	293-4
Q5	Judaism	96
Q6	**Christianity**	**2**
Q6 21	Bible	
Q6-22	Old Testament	221
Q6-23	New T stament	25
Q6 231	St. Matthew	225 2
Q6-23	St. Mark	225-3
Q6 33	St. Luke	25-4
Q6-231	St. John	225 5
Q7	**M hammedanism**	**297**
Q7 11	Quran	297
R	**Philosophy**	**1**
R1	Logic	16
R11	Ind ction	161
R1	Deduction	16
R	Epistom logy	1
R3	Metaphysics	11
R4	Ethics	17
R4 Q	Hindu thics	
R5	Aesthetics	
R6	**Indian Philosophy**	**181 4**
R61	Hindu philosophy	181 4
R6	Nyaya, Vaiseik	181-4
R6(1	Vaiesik	181-4
R615	N ya	181-4
R61	Sankhya, Yoga	181-4
R631	Sankhy	181-4
R635	Yoga	181 4
R 4	Purva mimamsa	181-4
R64	Bhatta mimamsa	181-4
R645	Prabhakara mi mamsa	181 4
R65	**Vedanta**	**181 4**
R65	Upanishad	181 4
R65 171	Brahadaranyaka	181-4
R65 31	Chandogy	181 4
R65 5	Brahm Sutra	181-4
R65 0	Bagh ad Git	181-4
R66	**Advaita**	**181 4**
R6 3	Pr ty bh na (Kasmirian)	181 4
R67	**Visistad aita**	**181 4**
R6	Vaishnava	18
R673	S iva Suddha t	

C. C. Number	Subject	D. C. Number
R68	Dvaita	181 4

Note R66 to R68 may be further divided as R65

C. C. Number	Subject	D. C. Number
R69	Other Indian schools	181.4
R691	Charvaka	181 4
R693	Jaina	181.4
R694	Buddhistic	181.4
S	**Psychology**	**15**
S.2	Sensation	152
S.31	Attention	152 7232
S.34	Work, fatigue	58.7
S.4	Cognition	153
S.43	Memory	154
S.44	Reasoning	153.6
S.47	Opinion	
S.5	Emotion	157
S.6	Conation	158
S.7	Personality	137
2	Intelligence	151
3	Ability	137 38
	Character	137
S.75	Temperament	137 4
S.76	Intuition	156
S.78	Psychic powers	
S 791	Longevity	
S 793	Endurance	
S 794	Immunity	
S 796	Drug habit	158 733
S 8	Metapsychology	13
S 81	Sleep	155 2
S.811	Dream	135 3
S 813	Hallucination	133 2
S 815	Subconscious	153 8
S 831	Hypnotism	134
S 832	Suggestion	134 133
S1	Child	136 7
S2	Adolescent	136 354
S35	Middle age	36 5
S38	Old age	36 53
S4	Vocational	
S51	Male	
S55	Female	136 1
S6	Abnormal	3
S61	Genius	
S62	Idiot	3 4
S63	Insane	3
S65	Criminal	1 6
S7	Race	36 4
S8	Social	1 5
S91	Animals	1 1 35

Note The classes S1 S9 may be subdivided on the analogy of the subdividing bare S

Examples

C. C. Number	Subject	D. C. Number
S1.43	Memory of children	136 7
S38 5	Emotion of old people	136 53
S55.76	Intuition of women	136 1
S61 75	Temperament of genius	151 114
S65:796	Drug habit of criminals	132 6

Schools of Psychology

C. C. Number	Subject	D. C. Number
SM	Experimental	150 72
SM9	Psychoanalytic	131 34
SN	Gestalt	150.1944
SN1	Behaviourism	150.1943
SN3	Field	

Note Divisions SM to SN3 may be divided like S provided that a comma is put before the digits for child adolescent, etc. in case these divisions occur

Examples

C. C. Number	Subject	D. C. Number
SM9 5	Psychoanalysis of emotion	157
SM9 62	Psychoanalysis of idiot	32.2412
SM9 62 796	Drug habit of idiot	132 2412
SN1 5	Emotion according to Behaviourism	150 1924
SN 38	Behavioristic psychology of old people	150.1924
SN 38 5	Emotion of old people according to Behavioristic psychology	150.1924
T	**Education**	**37**
T	Building and furniture	371 6
T 3	Teaching technique	371 3
T 3 P1	Mother tongue	371 3
T 31	Audio-visual	371 3
T 39	Direct method	371.3
T 39 P5	Foreign language	371 3
T 4	Medium of instruction	371 3
T 13	Study methods	374.21
T 5	Physical education	3 1.7
T 54	Medical instruction	371 713
T 7	Social life	371.8
T 8	Organisation	37 1

C.C. Number	Subject	D.C. Number
T24	Curriculum	375
T 96	Finance	[illegible]
T1	Pre secondary	372
T15	Elementary	372
T	Secondary	373
T3	Adult	374
T4	University	378
T55	Female	376
T6	Abnormal	
T6	Handicapped	
T67	Deaf and dumb	
T9T131	Rural	370 173

Note: Each of the divisions T1 T9 may be sub-divided on the an logy of the sub-division of bare T

Examples

T15:3:P1	Teaching of mother tongue in elementary schools	372 6
T2 3 P5	Teaching of modern language in secondary schools	373
T3 31	Audio-visual aids in adult schools	374
T4 86	University finance	378
T55:84	Curriculum for girl s schools	376
T9T131 8	Organisation of rural schools	370 173
TL8	Kindergarten	379 18
TN1	Montessori	37 41
TN15	Project	371 36
TN2	Dalton Plan	37 394
TN3	Wardha	

Note: Divisions TL8 to TN3 may be divided like T provided that comma is put before the digits for Pre-secondary Secondary Rural etc. in case these di isions cen

Example

TN1 2 3	Montessori technique for teaching in secondary school	373 31
TN2 3 V	Teaching of history in Dalton plan	371 394
TN2,3 3:V	Teaching history in adult schools by Dalton plan	374

U	Geography	91
U1	Mathematical geography	5 4 5
U11	Cartograph	526.8
U16	Season	525.54
U2	Physical geography	551
U21	Physiography	551
U25	Oceanograph	551 46
U28	Meteorolog	551 5
U3	Biogeography	5 4 1
U4	Anthropogeogr ph	9
U45	Population	1
U47	Human geography	9
U5	Political geography	9
U6	Economic geography	330 9
U64	Trade routes	387 5
U8	Travels	1

Note Whenever needed l ft r any of the numbers U1—U8 a dot followed by an appropriate geographical number may be added T the resulting number a dot followed by th chronological number m y also be added

Examples

U 2	Physical geograph of India	55
U 28 41	Meteorology of Assam	55 5
U 5 2.N5	Political geography of India in 195	9 5 4
U 64 5 H	Trade routes of Europe in the 14th century	387 5
U 8 K6	World travel in 666	1

V History 9

The classification of history is illustrated mostly for th India of today For th othe periods of Indian history the foca in the chronological facet which follows th dot should be suitabl changed. Some examples are added for history of other countries the foca in the geographical facet which comes immediately after V should also be appropriately changed

V.5K	League of Nations	535 5
V1N4	United Nations	341 1
V2 1 F3	Political history of India in 111	951
V2 1 L5	Political history of India in 1750 s	954
V 1 N5	Political history of India brought up ted v	

C. C. Number	Subject	D. C. Number
V2.1 N5	Home policy	954
V2 17 N5	Colonial policy	325 354
V2 19 N5	Foreign policy	327 54
V2 2 N5	Constitution	342 54
V2 22.N5	Executive	328 54
V2 23.N5	Legislature	329 54
V2 24.N5	Party	329 54
V2 24M 85	Congress Party	925.2
V2 24w M69	Mahatma Gandhi	
V2 25.N5	Civics	325 454
V2 26.N5	Local Body	352.051
V2 7	Archaeology	913 54
V2 72	Inscription	4 1
V2 8	Archives	325

Other Examples

C. C. Number	Subject	D. C. Number
V3 23 3	History of British Parliament brought upto 1930 s	
V3 72	British Inscriptions	4 1
V73 2.M0	Constitution of the United States brought upto 1900 s	342 73
V 71	Mexican archaeology	913.72

In the case of foreign policy of a country towards another country the problem focus 9 should be followed successively by 0 and the number for the latter country

Example

C. C. Number	Subject	D. C. Number
V2 9011 V3	India's Chinese policy brought upto 1950 s	[illegible]

C. C. Number	Subject	D. C. Number
W	**Political Science**	
W 1	Election	[illegible]
W 2	Parts of government	[illegible]
W 21	President	[illegible]
W 2	Executive	[illegible]
W 23	Legislature	[illegible] 3
W 24	Party organisation	[illegible]
W 25	Local bodies	[illegible]
W 27	Judiciary	[illegible] 91
W 28	Administration	[illegible]
W 3	Functions of government	[illegible]
W 5	Civics	[illegible]
W 9	Foreign relation	[illegible]
W 911	Diplomacy	[illegible] 7
W 914	War	[illegible]
W 915	Peace	
W 9151	Disarmament	341 6
W4	Monarchy	321 6
W46	Limited monarchy	321.7
W6	Democracy	321 8
W64	Dictatorship	321.6
W691	Communism	321 6
W7	Utopia	321.07
W81	Revolution	321 09
W87	Passive resistence	321 09

Note Each of the divisions W4 W7 may be further subdivided on the analogy of the subdivision of bare W

C. C. Number	Subject	D. C. Number
X	**Economics**	33
X 1	Consumption	339.4
X 16	Standard of living	339.42
X 17	Economic conservation	339 49
X 2	Production	338.01
X 27	Resources	339 49
X 3	Distribution	339.2
X 31	National income	339.3
X 32	Functional distribution	339.23
X 322	Rent	339 23
X 325	Commission	339.23
X 326	Interest	339.23
X 3 8	Profit	339.23
X 329	Wage	339.23
X 3M	Socialism	335
X 4	Transporting	658.7881
X 4	Packing	656
X 446	Freight	
X 45	Warehousing	
X 5	Commerce	38
X 51	Marketing	658.83
X 5 2	Advertising	659 1
X 5121	Canvassing	659.159
X 52	Retailing	658.87
X 53	Tariff	337
X 531	Protection	337 3
X 533	Free trade	337
X 535	Export duty	337 31
X 535	Import duty	337 34
X 54	Export and import	382
X 543	Export	382
X 545	Import	382
X 57	Foreign exchange	332 45
X 573	Balance of trade	33 [illegible]51
X 6	Internal trade	381
X 6	Financing	332
X 7	Value	339
X 73	Supply and demand	380 11
X 74	Business cycle	380.134
X 741	Boom	338 54

C. C. Number	Subject	D. C. Number
5742	Depression	360 1 1
745	Recovery	
75	Planned economy	338 91
6	Price	338 5
8	Management	658
81	Ownership	
85	Record	
86	Investment	
87	Accounts	657
88	Audit	657
893	Conduct of meeting	
9	Labour	331
91	Labour systems	331
92	Labour market	33
94	Social conditions	331.8
941	Housing	331 833
949	Welfare institutions	36
95	Service conditions	331
953	Social Insurance	331 544
97	Trade union	33 88
97	Strike	331 89
977	Arbitration	331 155
	Transport	
115	Railway	385
125	Ocean	387
125	Port	387
16	Post and telegraph	383
6	Money and currency	33
2	Banking	33 1
4	Money market	33 6
9	Types of banks	332
7	Public finance	336
71	Budget	351 7
7	Taxation	336.2
75	Public loan	336.3
794	Local public finance	352
9	Insurance	368
	Industries	653 3
1	Cottage industries	33 974
M7	Kadhar	338.4-677
J	Agricultural economics	631 1
M	Textile industry	338 477 7
M25	Co-operation	334

Each of the divisions ... may be further subdivided on the analogy of the subdivisions of ... X.

Example

C. C. Number	Subject	D. C. Number
415 8	Ownership of railway	355
01M 51	Marketing of kadhar	658 84
M 96	Trade union in textile industry	331 88 6

C. C. Number	Subject	D. C. Number
	Wherever needed geographical and chronological divisions can be added	
	E	
X 2 N5	Economic conditions of India brought up to date	
X 41 N3	Economic conditions of Japan brought up to 1930 s	
X 74 73 N3	American business cycles brought up to 193 s	
X ... N5	Strikes in India brought up to 1950 s.	
X415 8 N5	Ownership of Indian Railway brought up to 1950 s.	
Y	Social science	3
Y1	Sociology	301
Y	Civilization	00
Y 34	Ceremonial	194 4
Y 1 4	Temperance	
Y 4	Rural sociology	630
Y 1402	Slaves	326
Y 57	Harijan	
Y 1592	Castes	
Y	Prehistoric sociology	301
Y 72	Primitive sociology	572 72
Z	Law	34
Z	International law	
Z9	Jurisprudence	340.1
Z	Indian law	349.54
Z	Property	349 5472
Z 4	Transfer	34 5472
Z 4 6	Mortgage	349-5472
Z 2	Realty	349 547
Z 21 3	Landlord and tenant	349 5472
Z 3	Contract	349 5474
Z 31	Partnership	349 5474
Z2 4	Torts	349 5475
Z 5	Crime	34 343
Z 8	Civil procedure	347 5479
Z2 8o5	Criminal procedure	343 1
Z 04	Evidence	349 54774

The number for the law of other countries is got by adding to Z the number of the country taken from geographical schedule given in sec 53.

C. C. Number	Subject	D C Number

The law of any particular community can be got by adding to Z the community number as illustrated below

ZQ1	Hindu law
ZQ7	Muslim law

The law of any country or community can be divided on the analogy of the divisions of Z2 Indian Law

Examples

Z3 211	English Law of realty	347 2
Z53 3	French law of contracts	349 4474
Z73 4	United States Law of Torts	347 5

52 Common Sub-divisions

a	Bibliography	
b	Profession	
	Laboratories observatories	072
	Museums, exhibitions	074
	Map tlases	084
	Institutions	0715
	Cyclopaedias dictionaries concordances	03
	Periodicals	05
	Yearbooks directories calendars almanacs	058
p	Conferences, congresses conventions	063
q	Bill acts, codes	
	Government departmental reports and similar periodical reports of corporate bodies	00039
	Statistics	0003
t	Commission committees	06
u	Travels expeditions surveys or similar descriptive accounts explorations, topography	
v	History	9
w	Biography letters	09
x	Collected works, selection	08

The common sub-divisions may be applied after any class number The examples in section 56 illustrate incidentally the way in which some of the Colon Common Sub-divisions may be amplified by geographical and chronological facets.

53 Geographical Divisions

C. C Number	Subject
1	World
1	Empire
1-3	British Empire
1-52	Roman Empire
13	Pacific countries
15	Atlantic countries
151	Mediterranean countries
16	Frigid zone
163	South frigid zone
167	North frigid zone
17	Temperate zone
173	South temperate zone
177	North temperate zone
18	Tropical zone
183	South tropical zone
187	North tropical zone
19	Physiograhpic divisions
191	Land region
1911	Desert
1912	Cave
1913	Sand dune
1914	Prairy
1915	Rain forest
192	Island
193	Marshes coastal region
194	Sumarine region
195	Watery region
1951	Fresh water
19517	River
19518	Lake
1955	Sea water
196	Mountain region
198	Atmosphere
1984	Stratosphere
1988	Lonosphere
1991	Eastern hemisphere
1993	Southern hemisphere
1995	Western hemisphere
1997	Northern hemisphere
1P111	English speaking countries
1Q	Muslim countries
2	Mother country (India)

C. C. Number	Subject	D. C. Number
2-2	Indian India	
-53	French India	
-543	Portuguese India	
1	Madras (excluding the Indian States)	
211	Eastern districts	
2111	Madras	
2112	Chingleput	
213	Southern districts	
2114	Tanjore	
2132	Ramnad	
2133	Tinnevelly	
2134	Madura	
2135	Trichinopoly	
2136	Coimbatore	
2137	Nilgiris	
215	West Coast	
2153	Malabar	
2154	South Kanara	
216	Ceded Districts	
2161	Cuddapah	
2162	Anantapur	
2163	Bellary	
2165	Kurnool	
218	Andhra Desa	
2181	Nellore	
2182	Guntur	
2183	Kistna	
2184	Godavari, West	
2185	Godavari, East	
2186	Vizagapatam	
2187	Ganjam (before 1936)	
219	Central districts	
2191	Salem	
2192	North Arcot	
2193	Chittoor	
2	South (excluding Madras)	
221	Pudukkota	
222	Travancore	
223	Cochin	
224	Mysore	
225	Hyderabad	
226	Coorg	
231	Bombay	
23111	Ahmadnagar	
23112	Sholapur	
23113	Akalkot	
23114	Jath	
23115	Jamkhandi	
23116	Bijapur	
23121	Dharwar	
23131	North Kanara	
23141	Belgaum	
23142	Sangli	
23143	Savantvad	
23144	Kolhapur	
23151	Ratnagiri	
23152	Kolaba	
23153	Satara	
23154	Aundh	
23155	Bhor	
23156	Poona	
23157	Thana	
23158	Jawhar	
23161	Surat	
23162	Broach	
23163	Kathiawar	
23164	Palanpur	
23165	Mahikanta	
23171	Khandesh, West	
23172	Khandesh, East	
23173	Nasik	
23181	Ahmedabad	
23182	Baroda	
23183	Kaira	
23184	Panch Mahals	
23185	Rewakantha	
232	Baluchistan	
23211	Kachhi	
23212	Jhalawan	
23231	Lasbela	
2323.	Makran	
23251	Kharan	
23252	Chagai	
23253	Sarawan	
23271	Zhob	
2327.	Loralai	
233	Sind	
235	North West Frontier	
23511	Kohat	
2351	Bannu	
235 1	Dera Ismail Khan	
23541	Agencies and tribal territory area	
2371	Hazara	
23371	Peshawar	
.36	Punjab	
23611	Ambala	
2361	Karnal	
23613	Rohtak	

C. C. Number	Subject	D. C. Number
23621	Gurgaon	
23631	Hissar	
23632	Montgomery	
23633	Bahawalpur	
23641	Multan	
23642	Muzaffargarh	
23643	Jhang	
23644	Lyallpur	
23651	Dera Ghazi Khan	
23652	Mianwali	
23653	Shahpur	
23654	Gujranwala	
23656	Sheikhupura	
23661	Gujrat	
23663	Jhelum	
23664	Attock	
23665	Rawalpindi	
23671	Amritsar	
23672	Sialkot	
23673	Gurudaspur	
23674	Kapurthala State	
23681	Hoshiarpur	
23682	Kangra	
23683	Chamba	
23684	Simla	
23685	Simla States	
23686	Mandi and Suket	
23687	Sirmur	
23691	Punjab States	
236911	Patiala	
236912	Faridkot	
236913	Kalsia State	
236914	Dujana State	
23692	Ferozepore	
23693	Lahore	
23694	Jullundur	
23696	Ludhiana	
24	Himalayan regions	
241	Kashmir	
245	Nepal	
246	Sikkim	
247	Bhutan	
25	North India	
251	Delhi	
252	*United Provinces*	
25211	Azamgarh	
25212	Ballia	
25213	Banaras	
25214	Ghazipur	
25215	Jaunpur	
25221	Mirzapur	
25222	Allahabad	
25223	Partapgarh	
25231	Banda	
25232	Hamirpur	
25233	Jhansi	
25234	Jalaun	
25235	Etawah	
25236	Kanpur	
25237	Fatehpur	
25241	Hardoi	
25242	Farrukhabad	
25243	Mainpuri	
25244	Agra	
25245	Mathura	
25246	Aligarh	
25247	Etah	
25251	Budaun	
25252	Bulandshahr	
25253	Meerut	
25254	Muzaffarnagar	
25255	Moradabad	
25256	Rampur	
25257	Bareilly	
25261	Saharanpur	
25262	Dehra Dun	
25264	Garhwal	
25265	Almora	
25266	Nainital	
25267	Bijnor	
25271	Sitapur	
25272	Shahjahanpur	
25273	Pilibhit	
25274	Kheri	
25275	Bahraich	
25276	Gonda	
25281	Basti	
25282	Gorakhpur	
25291	Unao	
25292	Lucknow	
25293	Bara Banki	
25294	Rae Bareli	
25295	Sultanpur	
25296	Fyzabad	
253	Bihar and Orissa *(Before bifurcation 1936)*	
25311	Santal Parganas	
25312	Manbhum	
25315	Singhbhum	
25316	Balasore	
25331	Cuttack	
2533	Angul	
25336	Feudatory States of Orissa	
25352	Ranchi	
25353	Palamau	
25355	Shahabad	
25371	Saran	

C. C. Number	Subject	D. C. Number
25372	Champaran	
25373	Muzaffarpur	
25374	Darbhanga	
25375	Monghyr	
25376	Bhagalpur	
25377	Purnea	
25391	Hazaribagh	
25392	Gaya	
25393	Patna	
254	Orissa (After bifurcation 1936)	
2541	Cuttack	
2542	Puri	
2543	Ganjam	
2544	Korapet	
2545	Sambalpur	
2547	Balasore	
2548	Feudatory States of Orissa	
261	Assam	
26112	Naga Hills	
26114	Manipur	
26131	Lushai Hills	
26151	Sylhet	
26152	Garo Hill	
26171	Goalpara	
26172	Kamrup	
26173	Darrang	
26174	Nowgong	
26175	Sibsagar	
26181	Khasi and Jaintia Hills	
26182	Cachar	
262	Bengal	
26211	Mymensingh	
26212	Dacca	
26213	Tippera	
26214	Tripura	
26215	Chittagong Hill Tracts	
26216	Chittagong	
26217	Noakhali	
26231	Backergunge	
26232	Khulna	
26233	Twenty four Parganas	
26234	Howrah	
26236	Midnapore	
26251	Hooghly	
26252	Bogra	
26253	Burdwan	
26254	Birbhum	
26255	Murshidabad	
26256	Malda	
26257	Dinajpur	
26271	Darjeeling	
26272	Jalpaiguri	
26273	Cooch Behar State	
26275	Rangpur	
26291	Pabna	
26292	Faridpur	
26293	Jessore	
26295	Nadia	
26296	Rajshahi	
271	Central Provinces	
27111	Bilaspur	
27112	Raipur	
27113	Kanker	
27114	Drug	
27121	Bastar	
27131	Nandgaon	
27132	Chanda	
27133	Yeotmal	
27134	Akola	
27136	Nagpur	
27135	Wardha	
27137	Bhandara	
27141	Amraoti	
27142	Buldana	
27143	Nimar	
27151	Betul	
27152	Hoshangabad	
27154	Chhindwara	
27161	Saugor	
27163	Jubbulpore	
271 1	Mandla	
27172	Changbhakar	
27173	Korea	
27181	Surguja	
27182	Jashpur	
27183	Udaipur	
27184	Raigarh	
27191	Balaghat	
27192	Khairagarh	
27193	Sarangarh	
27194	Sakti	
27195	Kawardha	
27196	Makrai	
27197	Chhuikhadan	
28	Central India and Rajputana	
281	Central India	
28111	Rewah	
2811	Malhar	
28113	Panna	
28114	Ajaigarh	
28118	Other Eastern	

C. C. Number	Subject	D C Number	C. C. Number	Subject	D C Number
28151	Gwalior		28251	Sirohi	
28152	Bhopal		28252	Marwar	
28154	Indore		.8253	Jaisalmer	
28158	Other Western States		28261	Bikaner	
282	Rajaputana		28271	Jaipur	
28211	Kotah		28281	Alwar	
28212	Jhalawar		28282	Bharatpur	
28221	Shajapur		28291	Bundi	
28222	Mandasur		28292	Ajmer Merwara	
28241	Banswara		29	Islands	
28242	Dungarpur		291	Andamans	
28243	Mewar		292	Laccadive Island	

After the partition of India on 15 August 1947 the areas listed below under 2Q7 Pakistan stand in need of being removed from the divisions of 2 India

The formation of th constituent States on linguistic basis, which is the only national one will take some years Till then there are bound to be frequent changes No attempt has therefore been made to revise the schedule for India given in the third edition of the *Colon classification* except for the deletion f districts suggested in the preceding paragraph

Number	Subject
	Ceylon
2Q7	**Pakistan**
2Q71	**East Pakistan**
2Q72	**East Bengal**
2Q721	Chittagang Division
2Q7211	Chittagang Hill Tracts
2Q7212	Chittagong
2Q7213	Noakhali
2Q7214	Tipp ah
2Q72 5	Sylhet
2Q722	Dacca Di ision
2Q7 21	Mymensingh
2Q72	Dacca
Q7223	Faridpur
2Q7224	Bakarga j
2Q723	Rajshahi Division
Q 231	R gpur
2Q7232	Dinajpur
2Q7 33	Bogra
Q7234	Rajshahi
2Q 235	Pabna
2Q 236	Nadia
2Q7237	Jessore
2Q7238	Khulna
2Q73	**West Pakistan**
2Q74	**Sind**
2Q741	Thar P rkar
2Q742	Hyde bad
2Q743	Karachi
2Q744	Dadu
Q745	N wabshah
2Q746	Khairpur
2Q747	Larkana
Q748	Sukkur
2Q7491	Upper Sind Front er
2Q75	**Baluchistan**
Q751	Kachhi
2Q75	Jhalawan
2Q753	Lasbela
2Q754	Makran
2Q755	Kharan
2Q756	Chagai
2Q757	Nuski
2Q758	Sar wan
2Q7591	Quetta
2Q759	Zhob
2Q7593	Loralai
2Q76	**North West Frontier**
2Q76	Dera Ismail Khan
Q762	So th Waziristan
2Q763	North Waziristan
2Q764	Bannu
Q765	Kohat
Q766	Peshawar
2Q76	Mar an
Q7 8	Swat
2Q7691	Dir

C. C. Number	Subject	D. C. Number
2Q7691	Chitral	
2Q77	West Punjab	
2Q7711	Sialkot	
2Q7712	Gujranwala	
2Q7713	Sheikhupur	
2Q7714	Lahore	
2Q7715	Lyallpur	
2Q7731	Montgomery	
2Q7732	Multan	
2Q7733	Bahawalpur	
2Q7734	Muzaffargarh	
2Q7735	Dehra Ghazi Khan	
2Q7736	Jhang	
2Q7737	Shahpur	
2Q7738	Mianwali	
2Q7771	Gujrat	
2Q7772	Jhelum	
2Q7773	Attock	
2Q7774	Rawalpindi	
3	Favoured country (Great Britain)	
1^1	England	42
1^2	Wales	429
1^3	Scotland	41
1^4	Ireland	415
4	Asia	5
41	China	5
42	Japan	5
43	Southeast Asia	
431	Indo-China	597
433	Siam	593
435	Malay States	595
436	East Indian Archipelago	
438	Burma	591
5	Europe	4
51	Greece	49
52	Italy	45
5291	Sicily	458
5292	Malta	458
53	France	44
54	Spain and Portugal	46
541	Spain	46
542	Portugal	469
55	Germany	43
5541	Saar Basin	434
57	Scandinavia	48
571	Sweden	485
572	Denmark	489
573	Norway	48
574	Iceland	49
575	Finland	47
58	Russia	47
591	Turkey	49
59191	Cyprus	564
592	Balkan States	496
5931	Austria	436
5932	Hungary	439
594	Switzerland	494
595	Poland	438
596	Netherland	492
5961	Belgium	493
5962	Holland	49
5971	Lithuania	
5973	Latvia	4 4
5975	Esthonia	474
6	Africa	6
63	Union of South Africa	68
671	Egypt	62
682	Abyssinia	63
7	America	7
7	North America	
719	Greenland	98
	Canada	71
73	United States	73
74	Mexico	72
7414	Yucatan	726
75	Central America	728
791	South America	8
792	West Indies	729
8	Australia	94
9	Oceans	9
91	Indian Ocean	
9	Antarctic Ocean	99
93	Pacific Ocean	
94	Arctic Ocean	98
945	Spitzbergen	98
95	Atlantic Ocean	

The following Mnemonic Digits may be applied after Geographical number before Alphabetic Device is used for individualisation in Colon Classification

C. C. Number	Subject
	Cities, towns, villages etc
D	Deserts
L	Lakes, tanks etc
M	Mountains, hills peaks etc.
R	Rivers, canals etc
	Example
MH3	Himalayas
MS	Satpura Hills
MW	Western Ghats
RB3	Brahmaputra
RC1	Cauvery
2RG1	Ganges
2RG7	Godavery
2RI0	Indus
1CC	Conjeeveram

C. C. Number	Subject	D. C. Number
231CP7	Poona	
252CB2	Banaras	
31CM1	Manchester	
33CE3	Edinburgh	
44C1	Caspian Sea	478
42CT7	Tokyo	521 35
465CJ2	Jerusalem	569
5MA6	Alps	494
5RD1	Danube	
6DS1	Sahara	661 1
6RN5	Nile	62
91MA6	Andes	8
791RA6	Amazon	81

54 Language Divisions

C. C. Number	Subject	D. C. Number
1	**Indo-European**	
	Teutonic	
111	English	2
113	German	3
12	Latin	7
122	French	4
124	Portuguese	69
13	Greek	8
15	**Sanskrit**	**912**
151	Prakrit	913
1511	Pali	9 3 791
	Maharastri	
1516	Ardhamagadhi	
1517	Magadhi	
1518	Apabhramsa	
1513	Sinhalese	914 8
152	Hindi	9 4 3
153	Panjabi	914 2
154	Gujarati	9 4 7
155	Marathi	9 4 6
156	Uriya	914 5
157	Bengali	9 4 4
158	Nepali	
116	**Iranian**	**915.5**
164	Persian	14 5
168	Urdu	
2	**Semitic**	**92 9**
25	Hebrew	9 4
28	Arabic	92 7
3	**Dravidian**	**948 11**
31	Tamil	
32	Malayalam	948 12
33	Kanarese	948 14
34	Tulu	948 15
35	Telegu	948 13
36	Kui	
38	Brahui	
39	Toda etc.	
41	Chinese	951
42	Japanese	956
433	Siamese	959.1
435	Malay	992.21
439	Burmese	958
99M87	Esperanto	089.2

55 Chronological Divisions

A	Before 1999 B. C.
B	1999 to 1000 B. C.
C	999 to 1 B. C.
D	1 to 999 A. D.
E	1000 to 1099 A. D.
F	1100 to 1199 A. D.
G	1200 to 1299 A. D.
H	1300 to 1399 A. D.
I	1400 to 1499 A. D.
J	1500 to 1599 A. D.
K	1600 to 1699 A. D.
L	1700 to 1799 A. D.
M	1800 to 1899 A. D.
N	1900 to 1999 A. D. etc. etc.

Examples

J64	1564
N42	1942
N69	1969
C67	320 to 328 B. C.
D40	400 to 409 A. D.
J6	1560 1569
N4	1940 1949
N6	1960 1969
C6	300 399 B. C.
D4	400 499 A. D.

56 Book Number

Book Number is the extra number added after a class number to distinguish different books in the same specific subject.

561 Date Number

Book Number is normally made of the chronological number constructed according to schedule 55 to represent the year of publication of the book. For example, the Book Number of this book is N51. This

is what we do when the book is in the favoured language of the library

562 Language Number

If the book is in any *other language* the number of its language is prefixed to its year number. For example the Hindi edition of this book will have the Book Number 152N51

5621 Dictionaries

In the case of linguistic dictionaries the language part of the Book Number should be the number of the language in which meaning is given

5622 Periodicals

In the case of periodicals Language Number should be *omitted*

563 Accession Part

If the library has more than one copy of the same book or if it has more than one Book Number in the same year in the *same specific subject* we add to year number the digits 1, 2, 3 etc. in the case of the second, third, fourth etc. books respectively. For example a second copy of this book will have the Book Number N511

564 Volume Number

If a book is in two or more volumes the volumes are individualised by adding a point after the year number or the accession part of the Book Number as the case may be and writing thereafter the number of the volume. For example if this book is in two volumes their book numbers will be N51.1 and N51.2 and in the case of the second copy they will be N511.1 and N511.2.

565 How Written

The Book Number is written either below the Class Number or to the right of it after leaving some space as if it were a different word. The class number and the book number taken together is called Call Number. For example the call number *of this* book may be written as 225 N51 or 225
N51

It is *written* in the latter style at the back of the title page and in the former style in catalogue entries.

57 Examples

Note In the case of periodicals the country and

year of origin are given within brackets, when they are not otherwise obvious the call number is given for the volume mentioned.

C. C. No			
m2 M	N30	Calcutta review (1844) V 37 1935	05
m2 N	N44	Hindusthan review (1900) V 77 1944	05
m2 No	N34	Modern review (India 1907) V 55 1934	05
m3 M4	N44	Illustrated London news (1842) V 204 1944.	05
m3 M9	N36	World review (Great Britain 1890) N S. V I. 1936	05
2 N	N50	India and Pakistan year book. (India 1915) 1950.	
902		Indology	
902m2 L	N39	Journal of the Asiatic Society of Bengal (1784) Ser 3 V 5 1939	05
902m2 N38	N45	New Indian antiquary (1938) V 7 1945.	05
Bm2 N	N36	Journal of the Indian Mathematical Society (1907) N S V 2. 1935/36	510 5
Bm73 M3	N33	Annals of Mathematics (United States 1884) V.44 1933	510.5
P— J4k	N26	Cassel s New English Dictionary 1926	423 2
P— J4k	35N38	English Tehya dictionary 19 8	494 81332
P33 J4k	N23	Kanarese-English dictionary 923	494 81 32
P33 J4k	33N41	Kanarese Kanarese dictionary 941	494 8143 1481 4
X62 2 N 1	N31 1—5	Report of the Indian Banking Committee. (1929) 5V 1931	332.106
X9mM39	N 5	Harris (F R.) Chronicle or the life of J N Tata. (born 1839) 1925.	923 3
X9wM63	N 3	Ford (H) My life and work 1923	926 292
BoD	N5	Srinivasan (I A) Mathematics for Engineers 1952,	510.00162
T4 21kM57	N51	Madras University Calendar 1951	378 548036
T4.21kM9	N51	Annamalai University Annual report 1951	378 548038

CHAPTER 6

Library Catalogue

The functions of the Library Catalogue have been discussed in section 116 from the point of view of the Laws of Library Science. We saw that all of them would vote for the type of catalogue which would find for a reader in the shortest possible time that book which he has in his mind, however slight might be the information that he might remember about it. Hence it is necessary to enter a book under every one of the relevant details connected with it, say, its specific subject or thought-content, author, his collaborators, if any, editor, translator, commentator, illustrator, its series, editor of the series, or even the title when it is fanciful and fails to convey the thought-content of the book. It is now becoming customary to make the thought-content the prepotent element in the main entry which gives fullest information about the book. The leading section of that entry is therefore occupied by the Call Number of the book. It is therefore called also Call Number Entry according to the terminology of the *Classified catalogue code*. Here is an example of such a main entry.

Example 1

1.1 2·55 N50

RANGANATHAN (Shiyali Ramamrita)

— Library catalogue: Fundamentals and procedure (Madras Library Association, publication series, 15)

SB437

The titlepage of the book is as follows:—

Library catalogue

Fundamentals and procedure

By
S. R. Ranganathan
M.A., D.Litt., L.T., F.L.A.
Madras Library Association
London, G Blunt & Sons

and its half title page is as follows —

Madras Library Association
Publication Series 15

Library catalogue
Fundamentals and procedure

61 Main Entry

As seen in the above example the main entry may have five sections. It will have only four sections in the case of books not belonging to a series. Several sections give information as indicated below

First or leading section Call Number of the book

Second section Name of the author (Personal or corporate) or a substitute for it in the case of anonymous or pseudonymous authorship and in certain other cases.

Third section Title portion which is usually transcription of the title-page omitting parts or unnecessary words and including the names of editors or translators etc.

Fourth section The name of the series and the serial number of the book included within circular brackets.

Fifth section. Accession Number

62 Added Entries

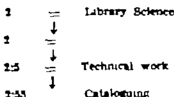
The other entries of the book will be derived from this main entry. The class number will give rise to some entries and these would be shared by other books in the same class. Besides the author the translator the editor or any other person of that category whose

name occurs in the title portion of the main entry will give rise to different entries. The series too will give rise to an entry. The one entity which is not eligible for any entry is the accession number. All the derived entries are called Added Entries. Among these those that are shared by other books are called General Added Entries and those that relate to a particular book are called Specific Added Entries.

621 General Added Entries

6211 Class Index Entry

The entries derived from the class number of a book are called Class Index Entry. Let us take the class number in the example given above and examine the entries that could be derived from it. As a first step, the class number is represented in the form of a Chain of Classes as shown below:



It will be seen that though there are four links in the chain only three of them contain significant terms. With each one of these terms as the leading word or Main Heading and the necessary individualising word if any as Sub-heading the following class index entries are got —

1 2 CATALOGUING. *LIBRARY SCIENCE*

For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number 2:55

1.3 TECHNICAL WORK. *LIBRARY SCIENCE*
For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number 2

1.4 LIBRARY SCIENCE
For books in this class and its sub-divisions see the Classified Part of the catalogue under the Class Number 2

A Class Index Entry helps the reader to the region of the Main Part of the catalogue or of the shelf in which the books in the region of his interest are entered or arranged successively For further details reference may be made to our *Library catalogue: Fundamentals and procedure* and the *Classified catalogue code*

Since entries like these are common to other books having the same class number care is to be taken not to write an entry identically similar to what had been already written while cataloguing any other book.

6212 Cross Reference Index Entry

Further it is usual to give entries using the names of the editor or the editors of a series directing readers' attention to the entry with the name of the series as heading It is also usual to refer from one heading to another which is an alternative name for the entity used as heading These are called Cross Reference Index Entries

622 BOOK INDEX ENTRIES

The function of these entries is to direct a reader to the specific book he has in his mind provided he remembers the name of its author collaborator editor or any other person of this category or the name of its series. The book given as an example in the beginning of this chapter will have the following Book Index Entries

1.5 RANGANATHAN (Shiyali Ramamrita)
Library catalogue Fundamentals and procedure 2:55 N50

1·6 MADRAS LIBRARY ASSOCIATION PUBLICATION SERIES.

10 Ranganathan Library catalogue. Fundamentals and procedure 2 55 N50

Compare the above entries with the Main Entry of this book and note the particulars omitted. The first is called Author Entry and the second, Series Entry

Example 2

Take the following book as another example. A vertical stroke denotes change of line.

Title-page.—Plant Breeding / by / L. H. Bailey / New Edition / Revised by / Arthur W Gilbert / New York The Macmillan Company / 1922. J G 6 N22 25236

Half-title-page—The Rural Science Series / Edited by L.H. Bailey Back of the half title-page gives a list in which this book appears as the 22nd

Main Entry

2.1 J·G·6 N22

BAILEY (L. H.)

Plant-breeding rev by Arthur W Gilbert.

New edn

(Rural science series. d by L.H Bailey 22)

25236

Author Entry

2 2 BAILEY (L. H.) J·G:6 N22

Plant-breeding

Reviser Entry

23 GILBERT (Arthur W) *Rev*
Plant breeding by Bailey J:1G·6 N21

Series Index Entry

24 RURAL SCIENCE SERIES
21 Bailey:Plant breeding J G:6 N 2

Editor of Series Index Entry

25 BAILEY (L H) *Ed*
See RURAL SCIENCE SERIES

Though Bailey happens to be the author as well as the Editor of the series, note that he is given a separate Cross Reference Index Entry which is different from the Author Index Entry

Class Index Entries

26 BREEDING *AGRICULTURE*
For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number J G·6

27 BIOLOGY *AGRICULTURE*
For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number J:G

—1. AGRICULTURE.

For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number 1

Here is the transcript of the title-page of another book.

Three Studies / in / English Literature Kipling, Galsworthy Shakespeare/by Andre Chevrillon from the French by / Florence Simmonds / London William Heinemann Ltd.

O- 9M8 N23 2278

Note—1 Rudyard Kipling's poetry (Class No. O- 1M64 9) forms a section of the book extending over pp. 1—152.

2. John Galsworthy (Class No O-3M67:9) forms a section of the book extending over pp 153 219

3. "Shakespeare and the English soul (Class No O- 2J64 9) forms a section of the book extending over pp. 220-263

The catalogue should bring out the above three pieces of information

Main Entry

2.1 O- 9M8 N23

CHEVRILLON (Andre)

Three studies in English literature Kipling, Galsworthy Shakespeare tr by Florence Simmonds. 2278

Back of the Main Card

3.1. O-11M64 9 Pp. 1 152 LITERATURE.
O-13M67 9 Pp. 153 219. ENGLISH LITERATURE

O-2J64:9 Pp 220-263. CRITICISM. *ENGLISH LITERATURE*
CRITICISM. *GALSWORTHY (John) FICTION*
CRITICISM. *KIPLING (RUDYARD) POETRY*
CRITICISM. *SHAKESPEARE WILLIAM. DRAMA*
POETRY *ENGLISH*
FICTION *ENGLISH*
DRAMA *ENGLISH*
KIPLING (Rudyard) *POETRY*
GALSWORTHY (John) *FICTION*
SHAKESPEARE (William) *DRAMA*
CHEVRILLON (Andre)
SIMMONDS (Florence) *Tr*

The back of the Main Entry gives a brief record of all the Added Entries of the book. This enables us to trace out all of them whenever wanted. They may be wanted for correction or for removal when the book is withdrawn.

Author Index Entry

3 3- CHEVRILLON Andre.
Three studies in English literature O- 9M8 N23

Translator Entry

3-4 SIMMONDS (Florence) *Tr*
Three studies in English literature by Chevrillon
O-19M8 N13

Cross Reference Entries

3.5 O-1M64:9

See also
O-19MB F3
Chevrillon. Three studies in English literature.
Pp 1-152

3.6 O-3M87:9

See also
O-19MB F3
Chevrillon. Three studies in English literature
Pp 153-219

3.7 O-2J84:9

See also
O-19MB F3
Chevrillon. Three studies in English literature
Pp 220-263

Each of the first 12 item shown on the right side of the back of Main Card (entry 3.5) will receive a Class Index Entry

The three set of examples given in the book illustrate the style of writing some more types of entries. The position and the necessary indention of the different sections in each re l the nuies and the position of the Call Number and the Accession Number may speciall be noted. The rules regarding them are given in our *Cla ifi d at logue ode*

63 Card Catalogue

Since (1) entries will have to be interpolated in the catalogue whenever a new book arrives, (2) entries will have to be withdrawn whenever a book is withdrawn and (3) oft locked-up entries may get worn-out earlier and will then have to be replaced, the catalogue is maintained in the form of cards. Normally each card contains only one entry. The standard cards are 3" x 5" x 01 and for severe elegance it I advisable t have ruled card

Entries are best written by hand. This is also the only satisfactory method in small libraries. But to prevent the idiosyncrasies of calligraphy it is advised that the cataloguer should adopt an impersonal hand called Library Hand.

This consists merely of detached upright letters as found in *Oxford copy books*. Elaborate and specific rules are given in our *Classified catalogue code* covering these points and describing detailed rules for the choice and rendering of headings of all types. That book also contains the rules for dealing with complex cases multi-volumed books and periodical publications which generally call for different types of entries. But all these rules may not be required in cataloguing a small collection that is usually found in small libraries. In cases of necessity the users of this book are requested to refer to the *Code*. The few rules given below have been found to be sufficient in cataloguing books in small libraries.

64 Select Rules

For convenience we have followed the same number for the rules extracted here as they bear in the *Code*. In some cases the rules have been very slightly modified.

MAIN ENTRY

11 CALL NUMBER

11 The Call Number is to be taken from the back of the title page of the book. It would have been assigned by the classifier in accordance with the rules of classification.

111 Three spaces are to be left between the Class Number and the Book Number.

12 CHOICE OF HEADING

12 The Heading is to consist of one of the following according to the nature of the book:

1 The name of a Personal Author.

The names of two Joint Personal Author

3 The name of a *Corporate Author*

4 The names of two Joint Corporate Authors

5. A pseudonym or two pseudonyms

6. The name of a person *other than author* i.e. of a Collaborator other than Joint Author

7 The names of *two persons other than author* i.e., of two Collaborators other than Joint Author and

8. The First Word of the Title not an article or an *honorific word*

1211 Christian and Jewish Names

1211 In the case of Christian and Jewish names of modern times the surname is to be written first and the forename or forenames are to be added thereafter

e.g. Einstein (Alfred)

Shakespeare (William)

Shaw (George Bernard)

1212 *Hindu Names*

1212 In the case of *modern* Hindu names the last substantive word in the name is to be written first and all the earlier words and initials are *to be added thereafter except that in the case of South Indian names if the last substantive word merely indicates* caste or community *and the penultimate word is given in full on the title page the two substantive words are both to be written first in their natural order*

Name of the author	*Mother tongue*
1 Tagore (Rabindranath)	Bengali
2. Malaviya (Madan Mohan)	Hindi
1. Rai (Lajpat)	Punjabi
4 Gandhi (Mohandas Karamchand)	*Gujarathi*

5	Gokhale (Gopal Krishna)	Marathi
6	Radhakrishnan (Sarvapalli)	Telegu
	Sankaran Nair (Chettur)	Malayalam
8	Chettur (G.K.)	Malayalam
9	Krishnamachari (P.)	Tamil
10	Srinivasa Sastri (V.S.)	Tamil
11	Ramachandra Dikshithar (V.R.)	Tamil
12	Sivaswamy Ayyar (P.S.)	Tamil
13	Aiyar (A.S.P.)	Tamil
14	Raman (C.V.)	Tamil
15	Rajagopalachari (P)	Tamil
16	Chari (P.V.)	Tamil
17	Mangesa Rao (Savur)	Kannada
18	Savur (R.M.)	Kannada

In examples 8 13 14 16 and 18 caste names or some other non-personal names have to be given the first place as the authors themselves have shown their preference in that way on the title-page and have deliberately reduced the personal words in their names to initials.

122 Joint Authors

122. If the title page contains the names of two and only two Joint Personal Authors both the names are to be used as the Heading with the conjunction and connecting them.

e.g. Srinivasan (G. A.) and
Krishnamachari (C)
Kuppuswami Sastri (S.) and
Chintamani (T. R.)
Harkness (James) and Morley (Frank)

1222 If there be three or more Joint Personal Authors the name of the first mentioned author alone is to be used as the Heading and the word etc. is to be added thereafter.

1 3 CORPORATE AUTHOR

Publication issued officially either by a Government, or by one of its departments or by other institutions are usually deemed to be of Corporate Authorship. In the case of an official publication even though the name of a person might appear on the title-page the publication should be treated as of Corporate Authorship and the following rules will govern the cataloguing of such publication

123 If Corporate Authorship is indicated by the book, the name of the corporate body is to be used in the Heading

1231 Government Author

1231 If the Corporate Author is a Government and not any specific part of it the heading is to consist of the English name of the geographical area whose affairs are governed or administered by it If the Corporate Author is a part of a Government the above heading is to be used as the main heading. If the author is not the whole Government but only a part of it such as the Crown or the executive or the legislature or a department the sub-heading is to consist of the name of the part or department and is to be written as a separate sentence

Examples

1 **Madras**

2 **Madras** Governor

3 **Madras** Legislative Assembly

4 **Madras** Instruction (Department of—)

123. INSTITUTION AUTHOR

1.3 If the Corporate Author is an Institution the Heading is to consist of the name of the Institution in the shortest form found on the

title-page half-title or any other part of the book, omitting honorific words and puffs, if any at the end or beginning If the Corporate Author is a department, division or subdivision of an Institution, its name is to be used as the sub-heading

Examples

1 League of Nations.
2 South India Teachers' Union.
3 University of Madras.
4 Ramanujam Memorial Committee.
5 Imperial Bank of India. Public Debt Office.
6 Madras Legislative Assembly Public Accounts Committee.

1233 Conference Author

1233 If the Corporate Author is a Conference, the name of the Conference is to be used as the Heading and it is to be individualised by the name of the place or places where it was held and its year These two are to be deemed to be separate sentences.

Examples

Conference of Orientalists. Simla 1911
Tamil Book Lover's Conference. Madras. 1933.
All India Library Conference 1 Calcutta 1933.
Congress of the Universities of the Empire ? Oxford 1921

Note that in the last two examples the number of the conference is interpolated as a separate sentence between the name of the conference and the name of the place Such a practice is prescribed in respect of conferences which are periodically held.

135 Pseudonym

195 If the title page gives only a Pseudonym in the place of the author's name the Pseudonym is to be used as the Heading and it is to be fol

lowed by the descriptive word *Pseud* written as a separate sentence

Examples

Libra. Pseud.

Author of Lotus Pseud

X.Y.Z. Pseud.

1231 If the title page gives the real name of the author also in a subordinated manner it is to be added in circular brackets after the descriptive word *Pseud* The real name of the author is to be preceded by the symbol i. e.

Examples

Twain (Mark) Pseud (i. e. Samuel Langhorne Clemens)

126 COLLABORATOR

126 If none of the rules forming sub-divisions of Rule 129 is applicable and if the title-page does not give the name of a Personal Author or the names of Joint Personal Author or Indicate Corporate Authorship or give a Pseudonym or Pseudonyms in the place of the name of the author but contains the name of a collaborator that name is to be used as the heading and a descriptive word is to be added thereafter indicating the role of the person. The descriptive word so added is to be regarded as a separate sentence

1261 The name chosen for the Heading is to be written on the analogy of Rule 121 and its sub-divisions

Examples

1 In the case of the book whose title page reads "The Oxford Book of English prose/ chosen and edited by Sir Arthur Quiller-Couch

the Heading is to be

Quiller-Couch (Arthur) Ed.

Note the omission of the honorific title 'Sir' from the heading.

2 In the case of the book whose title page reads

"Selected Russian/ short stories/ chosen and translated by/ A. E. Chamot"

the Heading is to be

Chamot (A E.) Tr

3 In the case of the book whose title page read

"Nineteenth/ century life/ selected by Kathleen Tracey"

the Heading is to be

Tracey (Kathleen) Comp

127 First Word of the Title

Books occur which do not admit of any Heading of the types mentioned above for the main entry. In such cases the first word of the title itself is used as heading. If that is an article the subsequent word only is used for this purpose. Such books are common among the publications in Indian languages.

For example take the book with the following title page:

Property Its duties and rights Historically philosophically/ and religiously regarded/ Essays by various writers/ / Macmillan & Co Ltd. London X 3.7 E3 21918

The Main Entry for this will be

X 3:7 E3

PROPERTY *First word*

Property its duties and rights, historically philosophically and religiously regarded etc. 1891

13 Title-Portion

13 The title portion is to consist of one two or three parts, according to the nature of the information contained on the title-page giving successively in a single paragraph

1 The title

2 Information regarding commentators, editors translators, compilers, revisers, epitomizers and if important, illustrators and writers of introduction, preface, appendixes and other subsidiary parts of the book, and

3 The edition.

131 The first part of the sentence is to be a transcription transliteration if it is not in Roman Alphabet, of such relevant portion of the title as is essential to convey a correct idea of the contents, scope and orientation of the book and necessary to make the extract read properly

1324 Any other words occurring in the part contributing to the title portion but omitted, are to be represented by three dots if they occur at the beginning or in the middle of the sentence and by the word 'etc.' if they occur in the end

14 Series Note

141 A Series note is to consist successively of

1 the name of the series, omitting the initial article or honorific word if any

2 a comma

3 the words "ed.by" followed successively by the name of the editor or editors of the series and comma, if the series has an editor or editors and

4 the serial number

2 CROSS REFERENCE ENTRY

2 A Cross Reference Entry is to consist of the following sections in the order given —

1 the Class Number of the specific subject from which the book is referred (leading section)

2 the directing words "See also"

3 the Call Number of the book, and

4 the Heading of the book a colon, the short title of the book with the initial letter in capital a full stop and chapters or pages of reference.

See entries 3.5 to 3 7

3 INDEX ENTRY

31 Class Index Entry

31 The Class Index Entry is to be given using as heading the term represented by the last digit of each of the significant links of the chain representing the class number of each main entry and cross reference entry

See examples

32 Book Index Entry

32 A book Index Entry is to consist of the following sections in the order given —

1 the Heading (Leading Section) and

2 the Intermediate Item and the Index number

In the second section the two parts are to be deemed to be separate sentences.

See entries 1 4 1.5 2.2 to 2.4 3.3 and 3.4

321 HEADING

321 A book Index Entry is to be given using as Heading each of such of the following as the Book admits of

1 the Heading of the Main Entry provided it is not, as such eligible to be used as the Heading of a Class Index Entry appropriate to the Book

2 the name of the Second Author or Collaborator in case the Heading of the above mentioned first kind consists of the names of joint authors, or joint collaborators

3. the name of each person mentioned in the second part of the title portion of the Main Entry

4 the name of the Series occurring in each independent Series Note of the Main Entry

5 the title of the book if it is fanciful i e not descriptive of the subject-matter dealt with in the book, provided it is not eligible to be used as the Heading of a Class Index Entry appropriate to the Book or the Heading of the Main Entry is not the First Word of title.

4 CROSS REFERENCE INDEX ENTRY

4 The Cross Reference Index Entry is to be given

1 to the editor of a series

2 to the real name when a pseudonym is used

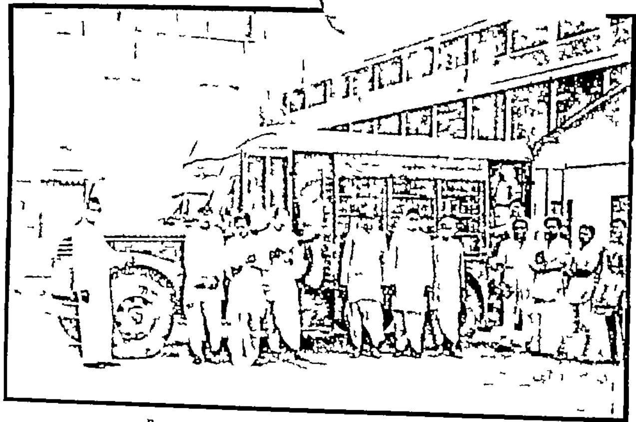
3 to an alternative name when there are alternatives for the heading chosen by the cataloguer

65 Arrangement of Entries

We have seen that each entry is written in a card The cards are arranged in trays and tied up by rod passing through the holes near the bottom edge The trays are built up into a cabinet Small libraries may have a cabinet having three drawers in each column In this arrangement new cards can be inserted at any point without disturbing or re writing any of the already existing cards.

The entries given as examples in this book are of two types, viz., those that have numbers at the top and those that have only words. It is evident that these two sets cannot be mixed together. They must be arranged in two different sequences. The first sequence will be arranged according to the ordinal values of their class numbers. Among the entries having the same class number those that have book numbers take precedence and are arranged among themselves according to the ordinal value of their book numbers. Those that have no book numbers in the leading section—the cross reference entries—come next and are arranged according to the ordinal value of the book number in the third line.

But in the alphabetical part the arrangement is by the alphabet. This is usually believed to be as simple as A B C but it is not really so. Scottish words beginning with Mac and its abbreviated forms Mc and 'M' Irish words beginning with O' words beginning with "Saint" and its abbreviated forms 'S' 'St.' and Ste. are some of the common factors of disturbance. All books on cataloguing deal with these points. A reference may be made to Chapter 06 of the *Classified catalogue code* for difficulties met with in arranging these alphabetical cards.



By courtesy of Municipal Corporation Ahmedabad.

CHAPTER 7

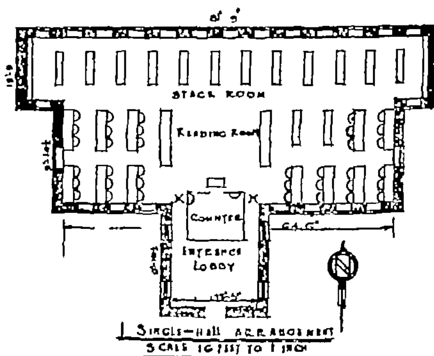
Building and Stores

The main work relating to library building, equipment and stationery and other articles needed for library use will be looked after normally by the parent body of the library However the library will have some routine connected with them. Before taking up the routine it may be worth while to say a few words about some features which are expected in a small library building

71 Building

The diagram on the next page shows some of the necessary features to be provided for a library building. The stack room should have the book stack running in parallel lines which are 6 apart from centre to centre The stacks themselves will consist of unit book racks 18 in width Thus the gangway between two consecutive rows of book racks will be 4½ At the end of each gangway formed by book racks there should be a window 4 broad and 6' high so that the gangway is well lighted. There should also be a gangway down the wall which is at least 3 wide This gangway will protect the book racks from rain and sun. Further as an additional precaution it is always insisted in our country that the lengthwise wall in which these stack room windows occur should run from east to west The floor should be sound proof. Either the pavement material itself should be sound proof or if it is too costly to get such material in Indian conditions today the floor should be covered with some matting Coir matting may be cheap enough and within the means of many of our small libraries. The other details of the building are easily seen from the diagram

71



72 Book Rack

The following is the specification for a unit book rack —

The standard unit rack that I have designed for the Madras University Library has two faces. Each face has two bays so that the unit rack is a four-bayed rack—two bays on each side. While the height may be 7 ft. in adult libraries, it should not exceed 5 ft. in children's libraries

The detailed dimensions of and specification for an adult library unit are as follows —

11 External dimensions 6' 6" x 1' 6" x 7'

12 Three uprights each 2" x 1' 6" x 7'

13 Seven shelf-planks each 3' x 8½" x 1"

Two of the shelf-planks are to be fixed ones—one near the top and the other near the bottom. The other five are to be movable ones supported by Tonk's fittings so that they can be adjusted to an inch. It may be an advantage to provide two spare shelves for each unit.

2 The book rack is to have sanitary bottom—i e the lowest shelf is to be fixed at a height of 6 ins from the floor to facilitate cleaning the floor beneath the rack and easy vigilance. The topmost shelf is to be fixed 6 in below the top of the uprights

3 To prevent the books on the shelves in one face getting mixed up with the books on the corresponding shelves in the other face an expanded metal or weld-mesh partition is to separate the two faces. It is to accommodate this frame that the planks are made only 8½ inches broad, thus leaving a gap of 1 inch in the centre of the rack. The partition is to begin only from a height of 6 inches from the lowest fixed shelf and go right up to the lower side of the uppermost fixed shelf. The advantage in beginning it only from a height of 6 inches from the lowermost shelf is that giant folios which are more than a foot broad can be made to lie flat on the bottommost fixed shelves, extending from one face to the other. If the partition is of steel it should be coated with an anti-corrosive paint.

4 The front-edge of each shelf is to have a wedge-shaped groove cut in it to hold shelf-cards. If the groove is carefully cut the shelf-cards can be easily slided from end to end as the books are necessarily moved in course of time

5 The three uprights are bound together by the four pairs of fixed shelves. It would be an advantage to reinforce this by means of two steel tie-rods binding them together one at a height of 2½ ft. from the bottom and the other at a depth of ½ ft. from the top

To accommodate these rods it may be necessary to make the partition in three parts, the rods running between the frames of the parts.

6 It may be convenient to fix spring blind-holders to each bay to hold maps. At least two maps can be accommodated in front of each bay. The maps are to be normally in the rolled-up position. Whenever necessary they are to be pulled out for reference and then released.

71 The teakwood used should be well-seasoned and the contractor should make good any crack that it may develop within a year of supply.

72 The length of all the shelf planks should be quite accurate, so that they can be interchanged without any restriction.

8 This unit rack requires about 10 c. ft. of teak wood. It has 84 running ft. of shelf-space. It can accommodate on an average, 750 volumes. When full of books it will weigh about 1 ton.

73 Opening Routine

Before opening the main gate, go round the building and see if there is anything abnormal. Ask the nightwatch about his observations in the night. Check his work. See if the lock of the main gate is intact and untampered with. Then, examine if the doors and the windows are in the proper bolted position. Then ask the peon to open them and report to you anything abnormal that he might notice. Ask him to report also all cases of broken panels, broken bolts, hooks, etc. Then, walk through the different parts of the buildings in accordance with a systematic plan examining if there is any defect anywhere in the electric installation. Examine also if there is evidence of damage done by rats, bats, squirrels and other similar creatures. Examine also if there is any sign of white ants anywhere. If there had been rain on the preceding day examine

if there are signs of leakage anywhere Examine it the counter wicket gates are in a sound condition and if they work properly Examine if all the electric switches are in good working condition. As you go round, if any defects are observed, make an accurate note of the same in your diary Soon after this process is over take the necessary action about each of the defects noticed. If anything serious is noticed send word to the librarian immediately Fill up the columns relating to opening in the diary of the section Wind the clocks and the time pieces on the due day and set them right whenever necessary See if th sweepers and cleaners do their routine

74 Closing Routine

Examine if there is no person in any room or part of the building before it i closed Ask a peon to go round and close and fix the bolts of all the doors and windows in a systematic manner Inspect each of the doors and windows and examine if they have been securely bolted Examine if any inflammable material is lying about loosely anywhere and if it does, have it removed Put the bait in the rat traps and distribute the traps in the parts of the library which are known to be frequented by rats Rats are cunning creatures. It is our experience that we have to change the bait from time to time and also change the places where the traps are placed from time to time In spite of all the ingenuity that man is capable of the rodents are uncanny enough to thwart all his efforts evade his traps and take its toll from some other part of the library If the building could be designed rat proof a good deal of this bother will be avoided

Take the diary of the section with you and turn the fans and lights off individually after satisfying yourself that nobody i left behind in any part of the library Then turn off the sub-main switches Then turn off the main switch. Then, ask the peon to lock the main d n securel Pull it and see if it is proper

ly locked Ask the night watchman also to satisfy himself that it is properly locked. Then, seal it up Then, enter the columns relating to closing, in the section's diary Send the key and the diary to the person who is to have custody of the same during the night.

75 Stores

The issue of the articles is to be regulated and controlled by a combined stock and issue register In the case of each article the following "constants" are to be fixed from experience and suitably changed at intervals in the light of further experience:—

1 Maximum to which the stock should be brought up periodically—say once in a year the period being determined for each article

2 The minimum below which the stock should not go i.e when the stock reaches that figure steps should be taken for replenishment

3 The annual consumption

4 The quantum of issue It will add to convenience and economy of time if articles are issued only in a definite number of quanta. The quantum for each article is to be determined according to its nature for example catalogue cards are to be issued only in quanta of 100 The indenting section should ask only for 100 cards or multiples of 100 cards. It should not ask for fractions of a quantum The quantum for writing paper may be 100 sheets and so on

In the light of these figures and in the light of the frequency of issue each article is to be given a certain number of pages in the stock and issue register so that the pages allotted to all the articles are finished off, more or less at the same time

Apart from this standardisation of the quantum of issue it is desirable that the issue is controlled and

standardised from the point of view of time also. It is slovenly and annoying to run out of stock of stationery in the middle of work and to run out to the stores at odd hours. The following sample time table will illustrate what should be aimed at:—

1. 11 A. M. Saturdays filling up indent form.
2. 2 P. M. Saturdays supply of stores in accordance with indents.

This implies that the week's requirements should be anticipated. Overindenting should be avoided as much as under indenting.

75 STATIONERY ARTICLES

Another important factor in the organisation of work regarding stores relates to the storing of the articles. In the case of forms and registers receptacles of suitable size and shape are necessary. The forms and registers should be arranged strictly in the order of *their numbers as shown in sections of chapters 3 and 4* which end with digit . The stationery and other articles should be arranged in some convenient order in receptacles of their own which should also be of proper size. The store room should be kept scrupulously neat and tidy. If the quantum principle of distribution is adopted and if the articles themselves are packed in quanta, the tidiness in storing arrangement will be easily secured. Further the verification of stock will also be greatly facilitated. Here is a schedule of stationery which may be required in a library.

Straw board
Packing paper (60 lb.)
Brown cartridge paper (48 lb.)
Bristol boards, 4 sheet thick.
Ledger paper 27" x 1 (for printing)
Paper (white) 1 lb. 27" x 17" (for printing)
Paper (white) 18 lb. 27" x 17
Section paper
Manifolding paper
Carbon paper
Impression paper
Stencil paper
Black ink.
Red ink
Rubber stamp ink

Stamping pad.
Stencil (Alphabet and Arabic numerals)
Ruler
Paper weights.
Drawing pin.
Tape tag.
Pin
Gem clip
Paper clip (steel)
Drying book.
Blotting paper
Flat file boards.
Hinged file boards.
Bound file books
Pencil (black lead)
Pencil (blue lead)
Pencil (red lead)
Pencil (phono) required for writing call numbers also
Penholder
Nibs
Ink bottle
Ink stand.
Eraser
Eraser ink (black)
Eraser ink (red)
Stencil ink.
Punch plier
Needle
Inch tape.
Foot rule
Knife.
Scissors.
Paper cutter.
Dhungry cloth
Umbrella.
Wheat flour
Copper sulphate
Phenyle
Soap.
Twine
Thread.
Gum bottle.
Sealing wax.
Sponge.
Dater.
Calling bell.
Typewriter
Typewriter ribbon
Typewriter eraser
Typewriter oil.
Benzine oil
Typewriter metal polish.
Typewriter brush.
Long cloth.
Duplicating machine.
Duplicator ink.
Duplicator obliterine.
Roneo pen
Stencil plate.
Candle stand.
Electric bulb.
Lamp black.
Cycle, with its tools.
Rubber solution.
Cycle oil.
Valve tube.
Pump connection.
Metal polish.
Grease.
Match box.
Lantern.
Kerosene oil.
Polishing wax.
Sand paper
Tools shelf plates and other similar fittings
Nail puller
Hammer and other too-

It is desirable that the entire stores of the library should be checked at least once in a year. The best time to check it is just before the year's supply is received.

76 Prophylactic

761 Fungus

A group of omnivorous fungus known as mildew or moulds is destructive of paper and leather. They are recognised by the white scars they produce. It grows much when humidity is above 70% and most when it reaches 90% and the temperature is between 77o F and 100o F. Ventilation controls moulds to some extent. To provide for aeration books must be loosely arranged on shelves. In winter steel shelves cause local lowering of temperature producing near the books pockets of more humid air.

762 Book worm

Book-worm is the popular name for the larva of beetles. It eats paper and leaves it eggs on the surface of binding or on the edges of books. The eggs hatch within ten days during summer. The larva eats its way into the interior of the book and reaches the surface again when ready for chrysalis stage. It has about five life-cycles in a year. Its damage is recognised by the pinholes and tunnels across the leaves of books.

763 Silver fish

Silver fish has glistening silvery grey scales on the body long antennea on the head and filaments at the hind-end. It is less than half an inch in length. It hides away all day and feed on binding, starch and paper at night and in darkness.

764 White ant

White ants are perhaps the most dreadful destroyer in libraries in tropics. They live mostly on cellu-

lose and paper and board made of it. It is the subterranean species that are most destructive in libraries. As they have a reserve of queen ants it is difficult to eradicate them. Like silver fish white ant also shuns light.

765 PREVENTIVE MEASURES

When the building is erected the earth in the site should be dug up and cleared of nests of queen ants. The soil of the foundation trenches may be soaked with a 20% solution of zinc chloride or copper sulphate. The superstructure should be isolated from foundation by a damp-proof course of concrete slate or asphalt. Stone or burnt brick and lime mortar or cement alone should be used in construction. Floors should not have cracks or joints. Monolithic concrete should be preferred. The settlement joints and the junction of the floor with walls should be grouted with cement or plastic coal tar. This should be repeated whenever cracks develop. Another preventive against white ants is to treat joints and cracks and crevices with solution of 1 part corrosive sublimate and 10 parts methylated spirit. All wood work should be of teak properly treated for which advice may be taken from the Forest Research Institute at Dehra Dun. The stack room may be air-conditioned. But this will not be within the reach of our small libraries. The next best is to provide for adequate ventilation sunlight and dryness. Napthaline bars lime mergosa leaf and tobacco-leaf have preventive effect. Buckets of coal may keep humidity under control.

766 HANDLING OF BOOKS

Open access is the best prevention against all the above mentioned ills. In regions into which readers go often the books are constantly handled and injurious organisms do not find harbour. In regions which contain books not much in use books must be frequently taken out, cleaned aired and exposed to sun light. Black colour should be avoided in the

covering materials of the binding Red colour has proved to attract insects least

77 Forms and Registers

C0971 Indent slip Stencil. Ledger paper White The column headings are to be as follows —

Article (3 inches) Quantity on hand (1½ inch) Quantity required (½ inch) Remarks.

The text above the column headings is to be —

No and name of the section initial of the head of the section date L's sanction and initials.

C0972. Monthly supplies indent slip Stencil *Ledger paper* White

The row headings are to be

Month

Article

Successive names of persons or sections

Total

L's sanction and initials

C99(Indent consolidating form Stencil Ledger paper White The column headings are to be as follows —

No of form or article (1 inch) The numbers of each of the different indenting sections, and lastly total (½ inch for each of these columns)

S 07 Stock and issue register Printed 10 point type [illegible] printing paper Bound book 30 lines

The column headings are to be as follows —

Date (1 inch) From whom received or to whom issued

82 Glossary of Library Terms

English—Sanskrit

This glossary gives Sanskrit equivalents of Library-terms to facilitate the formation of cognate terms in the several Indian languages and the rendering of this book into those languages

Accession	परिग्रहण
—number	—संख्या
Act	विधि
Adaptation	प्रकारान्तर
Adaptor	—कार
Added entry	अतिरिक्त संलेख
Additional	अतिरिक्त
Administration	संचालन
Alphabetical order	वर्णक्रम
Alphabetisation	वर्णक्रमण
Alternative	अपरान्तर
—title	—आख्या
Arrangement	व्यवस्थापन
Array	पंक्ति
Artificial composite book	कृत्रिम समष्टित ग्रन्थ
Assistant	सहायक
Author	ग्रन्थकार
Author analytical	—विश्लेषक संलेख
Author catalogue	—सूची
Auxiliary title	उपाख्या
Bay guide	न्यासदर्शक
Bespoken book	प्रतिश्रुत ग्रन्थ
Bibliography	वाङ्मयसूचि
Binding	संपुटन
—sequence	—कक्षा
Bipartite	द्विभागिक
Book card	पुस्तक पत्रक
—index entry	—निर्देशी संलेख
—number	—चिह्न
—selection	ग्रन्थवरण
—ticket	—चिटिका
Borrower	निवेश्य
Branch library	शाखा ग्रन्थालय
Business library	कार्यभार ग्रन्थालय
Call number	क्रामक संख्या
Canon	उपसूत्र

Canonical order	संप्रदायक्रम
Card	पत्रक
—catalogue	—सूची
Catalogue	सूची
Cataloguer	सूचीकार
Cataloguing	सूचीकरण
Caution money	प्रातिभाव्य धन
Chain	परंपरा
—procedure	—रीति
Changed title	परिवृत्ताख्या
Characteristic	भेदक
Charged tray	आरोपित पात्रक
Charging	आरोपण
—tray	—पात्रक
Chronological order	कालक्रम
Circulation	संचारण
City central library	नगर केन्द्र ग्रन्थालय
Class	वर्ग
—index entry	—निर्देशी संलेख
—number	वर्ग संख्या
Classic	चिरायतन ग्रन्थ
Classification	वर्गीकरण
Classificationist	वर्गाचार्य
Classified catalogue	अनुवर्ग सूची
—order	—क्रम
Classifier	वर्गकार
Code	कल्प
Co-extensiveness	समव्यापकत्व
Collaborator	सहकार
College library	महाविद्यालय ग्रन्थालय
Colon	द्विबिन्दु
—classification	—वर्गीकरण
Colophon	पुष्पिका
Commentator	भाष्यकार
Compilation	समवाय
Compiler	संपादक
Composite book	समन्वित ग्रन्थ
Compound name	—नाम
Connecting symbol	योजक चिह्न
Contribution	संदान
Contributor	संदाता
—index entry	—निर्देशी संलेख

Co-ordinate	समसंधि
Corporate author	समष्टि ग्रन्थकार
—body	समष्टि
Cross reference	अन्तर्विषयी
— —entry	—संलेख
— —index entry	नामान्तर निर्देशी संलेख
Date guide	तिथिदर्शक
—label	—पत्र
Dater	तिथ्यङ्कक
Decimal Classification	दशमलव वर्गीकरण
Delivery station	समर्पण प्रतिष्ठान
Derived composite term	यौगिक समस्त पद
Dictionary	अनुवर्ग
—catalogue	—सूची
Digit	अङ्क
Director	निर्देशक
Directory	निर्देशिका
Discharging	अवरोपण
—tray	—पात्रक
1	—कार्य
number	दान संख्या
date	देयतिथि
uplicate ticket	प्रतिचिटिका
Editing	संपादन
Edition	आवृत्ति
Editor	सम्पादक
Encyclopaedia	विश्वकोश
Entrance	प्रवेश
Entry (catalogue)	संलेख
Epitomiser	संक्षेपक
Evolutionary order	विकासक्रम
Extract	भागोद्ग्रह
Exchange list	विनिमय सूची
Exit	निर्गम
Facet	मुख
Facet formula	—परिसूत्र
Fascicule	अवदान
Filiation	ज्ञातेयता
Filiatory	ज्ञाति
—order	—क्रम
First vertical	प्रथमोर्ध्वरेखा

Five laws of Library Science	ग्रन्थालय शास्त्र पंचसूत्री
Focus	लक्ष्य
Formula	परिसूत्र
Function	धर्म
Fundamental	मौलिक
—constituent term	—घटक पद
Furniture	उपस्कर
Gangway guide	अन्तर्मार्ग दर्शक
Generalia class	सर्ववर्ग
Gate register	द्वारपञ्जिका
Geographical facet	प्रदेश मुख
—order	—क्रम
Guarantee	प्रतिभाविन
Guarantor	प्रतिभू
Guide	दर्शक
—card	—पत्रक
Half title	लघु आख्या
Heading	शीर्षक
Helpful order	अनुकूलक्रम
Horizontal line	सम रेखा
Impression	मुद्रण
Imprint	मुद्रणांक
Inclusive notation	समावेशाङ्कन
Index	निर्देशी
—entry	—संलेख
Initionym	प्रथमाक्षर नाम
Intermediate item	द्वितीयानुच्छेद
Issue	निर्गम
—(of periodicals)	प्रकाशन
—counter	निर्गम स्थान
Job	क्रिया
—, Immediate	सद्य-क्रिया
Joint author	सहग्रन्थकार
—editor	सहसम्पादक
Later title	पराख्या
Leading line	प्रमा
—section	प्रमानुच्छेद
Librarian	ग्रन्थालयी
Library	ग्रन्थालय
—hand	—सिति
Loan	उधार

Long range reference व्याप्त अनुक्रम सेवा
Main class मुख्य वर्ग
—entry —संलेख
Maintenance section प्रसाधक गण
Member सिसेम्य
Membership card —चिटिका
Multi face ted बहुमुख
Multifocal बहुलक्ष
Multivolumed बहुपुस्तक
National central library राष्ट्रिय केन्द्र ग्रन्थालय
Notation अङ्कन
Note टिप्पण
Number संख्या
—(of a periodical) अवदान
Octave principle अष्टकरीति
Off print उन्मुद्रण
Open access आसङ्ग
—notation मुक्ताङ्कन
Ordering आदेशन
Ordinal number क्रम संख्या
Ordinary composite book सहज समस्थित ग्रन्थ
Organisation संघटन
Overdue अतिदेय
Pamphlet पुस्तिका
Parallel movement समगति
Parody अनुकार
Part भाग
Penultimate उपान्त्य
Periodical सावधान
Periodical publication सामयिक
Personal author व्यक्ति ग्रन्थकार
Personnel कर्तृ गण
Phase संश्लेष
—relation सम्बन्ध
Phased संश्लिष्ट
Planning आयोजन
Principle of Parallel Movement समगतिन्याय
Problem facet प्रमेयमुख
Procedure रीति
Pseudonym कैतवनाम
Public library जनजन ग्रन्थालय

Public libraries act	सर्वजन ग्रन्थालय विधि
Rack	ग्रन्थाधार
Reader	सेव्य
— Inside	आसेव्य
Reader Outside	बिसेव्य
Reader s ticket	—चिटिका
Ready reference service	प्रस्तुत अनुलय सेवा
Recto	पत्रमुख
Reference librarian	अनुलयी
—service	अनुलय सेवा
Regional school library	विद्यालय मण्डल ग्रन्थालय
Regulation	नियम
Reprint	उन्मुद्रण
Reprinted	पुनर्मुद्रित
Research library	गवेषणा ग्रन्थालय
Reserved sequence	निहित कक्षा
Return	प्रत्यावर्तन
—counter	—स्थान
—date	—तिथि
Reviser	संशोधक
Room	शाला
Routine	परिपाटी
Rulel	धारा
Rura central library	ग्रामीण केन्द्र ग्रन्थालय
Scheme	पद्धति
School library	विद्यालय ग्रन्थालय
Second vertical	द्वितीयाग्ररेखा
Sequence	कक्षा
Serial	नियतदान
—number	मालिक संख्या
Series	माला
—note	—टिप्पणी
Set	संघात
Schedule	तालिका
Shelf	फलक
—arrangement	ग्रन्थस्थापन
—guide	फलक दर्शक
—register	ग्रन्थ पञ्जिका
—section	प्रदर्शक धरा
—work	प्रस्थान काम
Short title	लघु आख्या
Simple book	साधारण ग्रन्थ

Single-volumed	एकसंपुटक
Sorting	विनिभाग
—tray	—पात्रक
Special cross reference entry	विशेष अन्तर्विषयी संलेख
Specific subject	विशिष्ट विषय
Stack	चयन
—room	—शाला
Staff	कर्मगण
Standard	मानक
—card	मानिपत्रक
Standing vendor	स्थायी विक्रेता
State central library	राज्य केन्द्र ग्रन्थालय
Statistics register	गणनपञ्जिका
Subheading	उपशीर्षक
Subject analytical	विषय विश्लेषक संलेख
—matter	प्रतिपाद्य विषय
Subordinate	परंपनित
Substance facet	पदार्थमुख
Successive	क्रमागत
Supply	पूर्ति
Symbol	प्रतिरूप
System	प्रणाली
Tab	पत्रक दर्शक
Table (of entries)	सारिणी
Tag	ग्रन्थ दर्शक
Technical work	निरूपण काम
Temporary sequence	अस्थायि कक्षा
Theory	सिद्धान्त
Three-phased	त्रिसंश्लिष्ट
Tier guide	भूमिदर्शक
Title	आख्या
Title-page	आख्या पत्र
—(Back of the)	— —पृष्ठ
Train	श्रेणी
Translator	भाषान्तरकार
Travelling library	जङ्गम ग्रन्थालय
Tray	पात्रक
Two-phased	एकसंश्लिष्ट
Unifocal	एकलक्षक
Unipartite	एकभागिक
University library	विश्वविद्यालय ग्रन्थालय

Vendor	विक्रेता
Verso	पश्चपृष्ठ
Vertical file	ऊर्ध्वाधर अनुपत्र
Volume	संपुट
Who s who	नामावली
Wicket gate	पक्षद्वार
Work	कृति

INDEX

References are to numbers of parts, chapters and sections.
Reference to a cataloguing rule is given as in this exam
Hindu names 64 (1212) means that the rule about Hindu names be found as Rule 1212 in section 64

d.i.r.t.=described in relation to
i.r.t. =in relation to
q.i.r.t.=quoted in relation to
r.i.r.t.=referred in relation to